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Georgia Archive VIII, Issue 1

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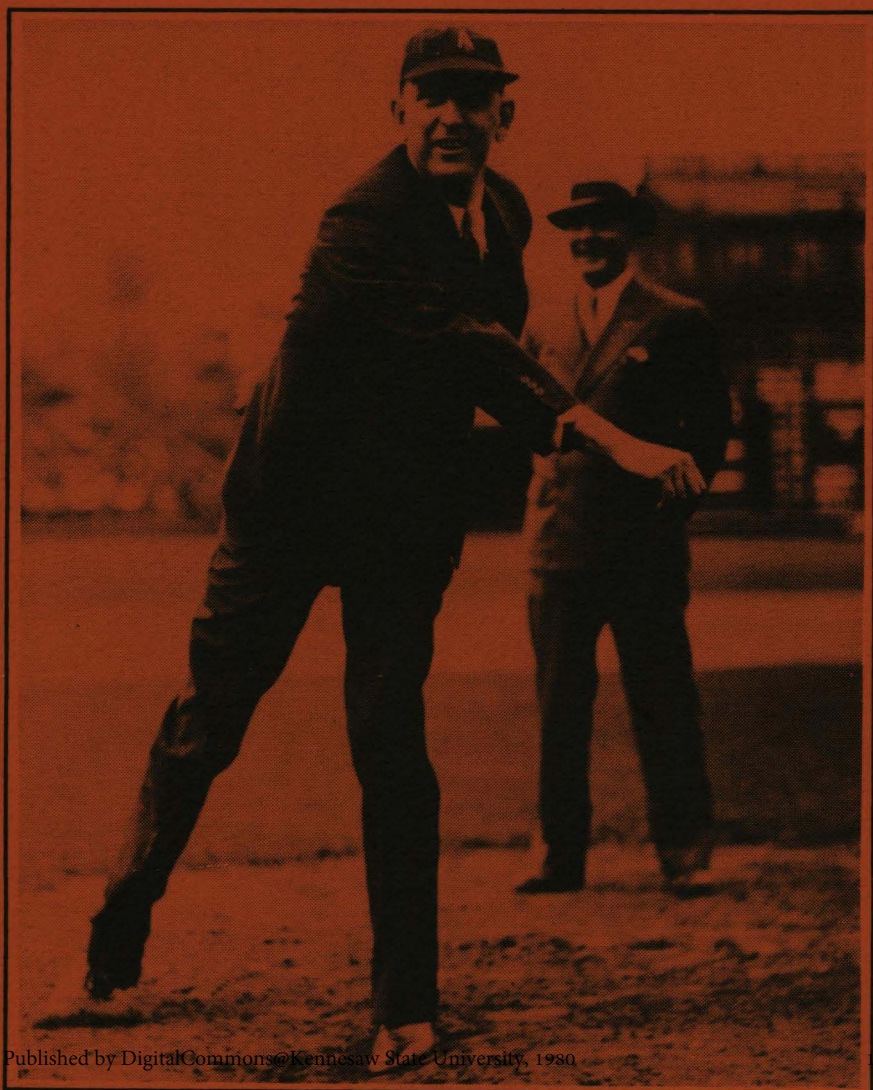
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Matthews: Georgia Archive VIII, Issue 1

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spring, 1980



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Photograph shows Richard B. Russell, then governor of Georgia, throwing out the first ball on opening day for the Atlanta Crackers, April 14, 1932. The man behind Russell is his good friend, L. W. (Chip) Robert, owner of the Crackers baseball team.

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SECURITY AND THE ADMINISTRATION OF MANUSCRIPT HOLDINGS
AT SOUTHERN ACADEMIC LIBRARIES

Katherine F. Martin

Part I:
Administration, Staffing, and Physical Security

Any study, however cursory, of the professional care and management of manuscripts and related materials brings to light an important difference between the handling of such items and of other resources more commonly found in the academic library. Only in the domain of the rare book librarian is the manuscript curator's emphasis on preservation, rather than the more characteristic accent on service, mirrored.

Preservation and protection have traditionally been the maxims of those responsible for manuscript and archival materials. This orientation has developed naturally out of the recognition of the uniqueness of such resources and their consequent historical and monetary value. With the development in this century of a new appreciation for original source materials, the manuscript curator has more and more come to realize the need to balance the objectives of preservation and service. Hence a middle ground between answering the demands of today's patron and insuring the preservation of irreplaceable records of the past for the enlightenment of future generations has become the goal of the responsible administrator.

The last quarter century has seen the evolution of a growing uniformity in principle and practice where the security of manuscript collections has been concerned. The goal has been the reduction of physical damage and impaired usefulness caused by both human tampering and such natural enemies as fire and water. If the emphases in the professional literature can be accepted as accurate gauges of archivists' concerns, an increased awareness of security problems in general and a growing first-hand contact with theft and mutilation in particular¹ have focused attention on the problem of insuring preservation while continuing to provide service to qualified applicants. Any reluctance to codify and uniformly enforce security regulations has largely disappeared; and a formal onslaught on security problems, highlighted by the Society of American Archivists' creation of an Archival Security Program in 1975, has been initiated.

In the development of a professional consensus on what is desirable if not always attainable in security procedures, attention has frequently been focused on combatting thievery. Changes in staff training, surveillance techniques, exit control, physical arrangement

of collections, inventorying, marking of manuscripts, and the screening, registration, and regulation of the reading room conduct of patrons have been implemented in developing defenses against theft. The role of fire and intruder detection devices and of records on the use and duplication of materials in improving security and collection control has also been widely recognized. Complete and accurate records have proven crucial as well to the recovery of missing items and the collection of insurance premiums. In order to combat both "knowing and innocent destruction and abuse"² in all sectors, blind confidence and public faith have been abandoned and a variety of precautionary measures instituted.

What then have emerged as the primary keys to achieving the critical balance between collection security and maintaining accessibility? Two closely connected areas have been most frequently discussed in the literature: the selection and training of personnel and the regulation of readers.

Security begins with the screening and scrutiny of those employed by the repository and of all others having access to the premises, including the maintenance, housekeeping, and other professional staff of the institution. Staff attitude, particularly as it affects security procedures involving interaction with patrons, has also been recognized as crucial. As James B. Rhoads, then Assistant Archivist for Civil Archives at the National Archives, noted in 1966, the training and indoctrination of staff members must revolve around the precept that "a good archivist must also be suspicious." He encouraged the development of "collective vigilance" as a professional trait, believing it to be particularly valuable in discouraging the professional thief.³

It is, however, as it affects relations with potential readers that manuscript security has received the greatest attention. A series of procedures which, as a whole, provide for complete control of public use is commonly advocated. It is widely recommended that credentials of a potential researcher be carefully reviewed, his research purposes determined, and he be provided a written explanation of the rules governing access. All personal possessions not essential to the use of manuscripts are to be left outside the reading room; in many instances it is suggested that only pencil and paper be allowed. To monitor the actual use of collections, direct staff supervision, daily registration, use of signed request forms, and limits on the amount of manuscript material provided at one time are recommended.

Other favored security measures include such access controls as restricted entry to stack areas and staff supervision of duplicating procedures. Even where such strict precautions are exercised, many observers also recommend inventorying materials following their use and examining patron possessions on departure.⁴

In support of such use regulations, a number of physical procedures have been developed; these also provide protection against

after-hours theft and environmental hazards. These measures include the control of access to collection facilities, installation of devices to warn of fires and intruders, arranging for special storage for particularly valuable items, providing protective devices for displays, and preparing thorough descriptions of a collection's holdings. Foremost among these precautionary measures, however, are those which reduce the dangers connected with the handling of manuscripts. Recommended procedures include, for example, the substitution of copies for valuable items in order to avoid wear, reduce the possibility of theft, and provide proof of ownership in the event the original is stolen and subsequently recovered.⁵

A related, although far more controversial, practice is the marking of certain manuscripts with an indelible insigne of ownership. While some believe that such alteration or defacement is to be discouraged, many authorities agree that the practice can be of value when selectively applied to those items which are both valuable and marketable, and thus most likely to tempt the professional thief.⁶

The recommendations that have been made by earnest and well-qualified analysts of the security problem constitute in toto a comprehensive program for manuscript preservation that does not interfere with use by qualified applicants. It remains to be determined, however, to what extent such proposals have been and can be translated into practice. What is not to be found in the literature is an indication of the degree to which such procedures have been implemented.⁷

This study, conducted early in 1979, was designed to examine the correlation between the theory propounded in the literature and the safeguards actually employed by those institutions responsible for the housing and protection of manuscripts. A questionnaire covering the areas of administration, staffing, physical security, reader services, insurance, and collection control was developed for this purpose. Academic library repositories were surveyed in order to provide information on a broad variety of manuscript materials, collection sizes, administrative structures, and financial conditions. It was also hoped that by this limitation of recipients to a single, although admittedly heterogeneous, type of repository that the problem of erroneous generalization could be avoided.

Questionnaires were distributed to institutional libraries in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia, and the District of Columbia so that a cross section of academic library situations broad enough to permit national as well as regional conclusions might be obtained. At the same time, this geographic limitation insured that the number of responses would remain manageable. This was not a random sampling of the academic libraries in the region, but an attempt at a comprehensive polling of the institutions where manuscripts were to be found, whether in separate collections, institutional archives, or multimedia special collections, or as isolated items. Provision was made for anonymity on the

part of the respondent.

Libraries were included in the survey on the basis of descriptions of special collections contained in the 1976-1977 and 1978 issues of the American Library Directory and the lists of repositories included in Philip M. Hamer's A Guide to Archives and Manuscripts in the United States, the National Union Catalog of Manuscript Collections, J. Albert Robbins's American Literary Manuscripts, and A Checklist of Holdings in Academic, Historical and Public Libraries, Museums, and Authors' Homes in the United States (2d ed.).⁸ Where these sources proved inconclusive, individual college catalogs were also consulted.

Those libraries whose holdings appeared to consist wholly of oral history transcripts or tapes or of college archives were excluded from this survey. Where multiple libraries on a single campus had manuscript holdings, all were slated for separate surveying. When the presence or absence of manuscript materials could not be confirmed, institutions were included in order to avoid omission of any repositories.

The result was a list of 210 academic libraries. During the month-long survey period, some type of response was received from 129 of these (61.4%); however, only 86 (40.9%) were usable in this project. Most of those eliminated reported having no manuscript materials.

It is hoped that analysis of the information obtained through the survey will contribute to an understanding of the way in which security policies and procedures in individual repositories differ with size of collection, administrative structure, and the nature of the host institution. While the impact of financial constraints does not go unrecognized, this evaluation should also illustrate institutional priorities and preferences as they relate to the range of security procedures that can be implemented. Finally, it is hoped that this study will aid in identifying areas in need of continued attention and improvement.

The nature of the security measures prevailing in the institutions participating in this survey might tentatively be explained by the relative youth of those manuscript collecting programs. Sixty-six institutions reported the founding date of the manuscript collection or the collecting practice of their libraries. Only eight (12.1%) of these respondents laid claim to pre-twentieth century origins, with three dating from the 1830's. Thirty-six (54.5%) reported that manuscripts had become part of their library holdings only in the 1960's and 1970's, with this number evenly divided between the two decades. The youngest collections were established in 1977.

A similar clustering of responses characterized the reports of the number of separate manuscript groups administered by each repository. Of the sixty-five respondents on this topic, twenty-one (32.3%)

held fewer than twenty-five such groups, while another twenty (30.7%) had between twenty-five and one hundred. Only six collections (9.23%) administered more than one thousand manuscript groups.⁹

The majority of the manuscript collections in the responding libraries were not only recently established and fairly small but were also administered jointly with other special materials; this was true in fifty-nine (68.6%) cases. Only twenty-two institutions (25.6%) reported having separate manuscript departments in their libraries. In four institutions manuscript holdings were under the jurisdiction of the reference department.

Whatever the size of the collection, and whether it was administered separately or in conjunction with other materials, it was dependent for its security first and foremost upon the staff responsible for its care and management. In the majority of libraries surveyed, manuscripts were administered by a very small number of staff members. Of the seventy-nine institutions providing information about their personnel, thirty-one (39.24%) reported that manuscript materials were the concern of only one full-time professional staff member, who had either one or no full-time nonprofessional assistant. Eighteen libraries (22.78%) had only one full-time staff member with responsibility for their manuscript collections. The largest staff reported numbered thirty-eight full-time employees, including five professionals; two other libraries had combined full-time staffs of thirteen individuals in the department responsible for manuscript holdings. Very few institutions noted the presence of numerous part-time staff members; for the most part, these appeared to be students with limited duties.

The first factor in security is prevention, and, whatever its size or training, the alertness and general reliability of the staff are critical elements in achieving this goal. Staff contributions to an effective security program can include, in addition to such expected expedients as careful surveillance and the regulation of patron behavior, the maintenance of a reliable catalog and other finding aids, regular inventorying of at least the more important individual items, and the preparation and long-term preservation of access logs, all of vital aid in the identification and recovery of materials.

Surprisingly, in spite of strong recommendations to the contrary in the literature,¹⁰ few of the responding libraries appear to have any formal organization for security purposes; this is true of both the individual departments and of the library systems. Only in eighteen (22.2%) of the eighty-one institutions that provided information on this topic is there a library security officer. And in only two repositories (2.46%), both of which number among the largest collections, is there an individual who can be considered a staff security officer in the manuscript department; even here, the allocation of this responsibility is informal and does not reflect any special training.

Few libraries run security checks on those responsible for manuscript materials, although the participation of insiders in the theft of these items has been amply demonstrated in recent years. Only in six (7.69%) of the seventy-eight institutions responding to this query were such background investigations conducted, and then not always as a regular practice. In certain repositories only those whom the staff already knew or who were recommended by trusted mutual acquaintances were ordinarily hired. The general absence of such formal precautions might well be attributed to the nature of institutional hiring policies, and to limits on time and resources, as well as a natural reluctance to go beyond the written record and personal impressions.

One of the simplest and most economical security measures is the use of staff identification badges. Yet only one library among the eighty-six respondents makes such a demand of both its special collections and regular staff; another limits this practice to the student assistants in its manuscript department. In five other cases the wearing of such badges is optional, and it is under consideration in a sixth. The small size of many staffs would, of course, limit the need for such identification for security purposes. Yet the practice would be helpful in distinguishing between nondepartmental staff and outsiders for the purposes of restricting access and challenging intruders.

Supplementing the activities of a carefully selected and well-trained staff and, in fact, making worthwhile their security consciousness is a secure physical plant. This is effected through the implementation of a variety of procedures which support surveillance efforts and enhance physical security without unduly impeding or inconveniencing the public. What archivist Theodore R. Schellenberg wrote of archival construction is equally applicable to the quarters housing a manuscript collection: "An archival building should be designed for the purpose of protecting and making accessible to the utmost degree the contents of the building."¹¹ One of the simplest ways to promote security is by limiting the number of public entrances that need to be observed during operating hours and made fast against intrusion at others. On this point the majority of those surveyed score high, with sixty-two (72.09%) having only one entry to the area housing the collection. Another thirteen (15.1%) reported two entrances, while four (4.65%) have three entries.

Exit control during operating hours mirrors this limitation on access to the collection area. Seventy-two (83.72%) of the eighty-six institutions surveyed employ some type of observation or inspection designed to prevent unauthorized removal of manuscript materials. Of these, twenty-eight (38.8%) require patrons to check out with a staff member stationed in the exit area. Twelve more (16.6%) rely on a more informal observation of those departing. The building exit control facilities suffice for another five (6.94%). Twenty-two repositories (25.5%) employ more rigorous measures, with eleven maintaining locked quarters at all times, five possessing door alarms or buzzers to

control unapproved exit, and six relying on habitual inspection of either materials used by the patron or his personal possessions. Of the remaining nineteen repositories, five utilize some unspecified form of exit control while nine depend on public trustworthiness alone.

An equal variety in method, including use of both local and externally connected alarm systems, lock and key control, and after-hours lighting, characterizes the prevention of unauthorized entry after hours. By far the most popular of these provisions is lock and key control, with eighty (95.2%) of the eighty-four respondents to this question indicating their reliance on this procedure. Approximately one-fourth of the libraries employ security guards (22.6%) or after-hours lighting (25%), either singly or in combination with other practices. Some thirty-nine of the responding repositories (46.4%) use a combination of preventatives. Twenty-three employ a pair of protective measures, twelve rely on three approaches, and two utilize either four or five means of restricting entry. The most common combinations are lock and key control and after-hours lighting (seven institutions) or lock and key controls and security guards (six institutions).

Forty-three (50%) of the security systems were described as being part of overall library security and thirty-three (38.3%) as peculiar to the department housing manuscripts. In six instances intruder control shared certain characteristics with the entire building while also introducing individual features. Not surprisingly, twice as many of the multiple element systems were part of total library security (twenty-three) as were peculiar to the administering departments (eleven).

Successful after-hours security also demands severe limitations on the number of individuals permitted access at such times. Ideally, no one other than tested members of the departmental staff should be allowed unsupervised after-hours access. Such is the case in twenty-one (24.7%) of the eighty-five libraries addressing themselves to this topic; sixteen more (18.8%) are even more security conscious, with no one granted after-hours entry. For the most part, however, the library staff is generally extended this privilege; fifty-two (61.17%) of the repositories permit such access to departmental staff and twenty-nine more (34.1%) to other staff members.

Security (twenty-four respondents or 28.2%) or maintenance and housekeeping (thirty-four respondents or 40%) personnel are frequently allowed after-hours access. In two institutions only the security and housekeeping personnel are then admitted. Yet, only four departments (4.7%) allow faculty such entry, with three (3.5%) extending the privilege to graduate students; one institution grants access to both parties. Twelve institutions (14.1%) include another individual in this privileged group; as a rule, this is the library director or university librarian. One repository permits the university historian and his assistants such access.

Another means of providing protection to the collection, particularly to its exceptionally valuable items, is the use of a vault or such substitutes as locked closets, storage cabinets, or stack areas. The widespread appreciation of such security devices is reflected in their use by fifty-one (59.3%) of the responding institutions. While only seventeen repositories have an actual vault, another thirty-one employ some other type of special locked storage. These facilities are frequently well-utilized. Of the forty libraries estimating the number of manuscripts so stored, five reported that all items are so housed. It should be noted, however, that some repositories frown on this segregation of special items in a vault or similar storage area, believing that the practice merely makes valuable materials more vulnerable to theft and total destruction by fire or flood.

To be truly effective as a security procedure, such safekeeping should be accompanied by the use of a log registering the removal and return of manuscripts, and by limiting access to the storage area. Yet only seventeen (33.3%) of those so housing materials maintain any such records. Similarly, of the twenty-seven libraries which limit the staff who have access to such storage quarters, fourteen (51.8%) permit entry to three or more individuals. Twenty-three report that these areas are open to all staff members, although in some instances it is not clear whether this means only departmental or all library personnel.

Special protection against human foes also needs to be afforded to manuscript materials on exhibit, common victims of theft. While the use of a local alarm system is recommended to protect these items, with the warning that it should not be audible to the intruder who in his panic might cause greater damage,¹² such a device is rarely employed. The Burns Security Institute's National Survey on Library Security, published in 1973, found that 70 percent of the public libraries it polled provided no special protection for valuable displays.¹³ Manuscript repositories can claim no better record. While seventy-seven (98.7%) of the seventy-eight libraries which maintain manuscript exhibits do provide locked cases, only three (3.84%) also employ an alarm system.

The protection provided for valuable or particularly vulnerable manuscript items through vaults or locked exhibit cases can also be extended to the bulk of the collection by curtailing stack access during operating hours. Surveillance of the reading room and the exercise of physical collection controls are useless as security procedures if outsiders are permitted unattended admission to storage areas. Such a restriction is, in fact, one of the four basic requirements for collection security put forth by James B. Rhoads in his landmark article, "Alienation and Theft: Archival Problems."¹⁴ In thirty-eight (53.52%) of the seventy-one libraries having formal storage areas, patrons are permitted a certain freedom of access. However, the exercise of this privilege frequently requires that a staff member be in attendance.

These precautions are geared primarily to the prevention of theft, but the thorough repository is also concerned with the protection of fragile items from both innocent and intentional abuse. One procedure that fulfills both functions is limiting access to certain materials. Fifty-six of those surveyed (65.1%) restrict the use of certain collections, while forty (46.5%) libraries make some materials available for use only under special conditions. In forty-one cases, however, these restraints arise primarily from conditions imposed by the donor. In four cases archival discretion and concern for confidentiality also govern access. Physical condition is cited as a reason for restricting access or requiring special handling in only nine cases. The various conditions imposed include the substitution of microfilm for items in poor condition, limiting the use of old film, banning xeroxing of fragile items, and requiring cotton gloves when handling photographs. Use of special materials may also result in increased surveillance.

The use of photocopies or other duplicates such as typescripts and microfilm is, however, more widespread among the survey group. This widely recommended procedure calls for making substitution for rare, fragile, and even controversial items, and storing the originals in a different location. This practice prevents deterioration through use, reduces the opportunity for theft or mutilation, and, in the event the original is pilfered, provides both a record of ownership and an irrefutable means of identifying the item if recovered.¹⁵ Among the manuscript departments surveyed, such substitution is widely exercised, with fifty-seven (66.2%) employing the practice to some degree.

Use of finding aids can also prove of value in maintaining collection control. The descriptions of individual items contained therein, likely to be of the monetarily valuable materials most subject to theft, are vital to the inventorying, identification, and recovery of these items. Conversely, exclusion of information about exceptionally rare or valuable items, particularly from published and widely circulated collection guides, may deprive the professional thief of vital knowledge. The massive and almost always impossible task of completely identifying holdings is reflected in the analysis of their finding aids conducted by seventy-six of the libraries participating in this survey. Of these, forty-four (57.8%) assert that missing materials can be identified through information contained in such tools. Only fourteen (18.4%) of the libraries having such a resource report the deliberate exclusion of certain valuable materials from the collection guides.

The protection of manuscripts while in use is, of course, one of the primary concerns of those responsible for their administration and preservation. One of the most controversial ways of insuring against theft, particularly as it is motivated by resale possibilities, is the marking of individual items with an indelible institutional indicium. The stamping of manuscripts is one of the most widely recommended security procedures and is preferred over embossing or perforation.

There is a significant impediment to widespread implementation of this procedure: "No automatic self-feeding stamping machine has so far been found to do the job satisfactorily for materials which are as variable in size, thickness, area of inscribed surface, and sturdiness as the individual components of a collection of manuscripts."¹⁶ For this reason, the need for selectivity in utilizing this measure is recognized, with the greatest attention being given individual items that are both valuable and marketable. The manual labor and time commitment involved in isolating, stamping, and recording the marking of these materials also goes far in explaining the limited adoption of this process by the libraries surveyed. Eighteen (20.93%) of these institutions mark some manuscript items. Another three repositories report that portions of their collections are property-stamped, although this is not their current practice. Two others intend to institute such a program. No correlation can be made between use of this security procedure and either size or age of the collection.

The most comprehensive means of maintaining collection control is to be found, however, not in the stamping of manuscripts or the preparation of complete finding aids but in the production, preservation, and continual updating of such tools as shelflists and access logs, and in regular inventorying, at least of designated special items. The value of these practices is recognized to varying degrees by institutions which participated in this study.

Sixty-three (73.25%) report the existence of a shelflist. Fifty-three (61.62%) conduct inventories; twenty-seven of the whole collection, sixteen of special items only, and five of both. Two did not specify the nature of their inventory practice. Shelflists represent a continual updating process at thirty-one (49.2%) of the sixty-three repositories which produce them; another six have updated this record during the past year. Five repositories were engaged in such updating at the time this survey was conducted. Of the fifty-three departments which inventory their holdings, twenty-five (47.16%) do so on a regular basis; thirty-one conducted some form of inventory during the past year.

Only twenty-nine repositories (33.73%) report that they maintain the access logs vital both in tracing thefts and establishing culpability; at least twenty of these appear to have near-complete records, most commonly in the form of researcher request slips. Of these twenty-nine repositories, nineteen (65.5%) report visits by 250 or more researchers during the previous fiscal year; these nineteen constitute nearly 50 percent of those reporting this number of patrons.

Physical protection, not only against the human foe but also against the hazards of the elements, can be extended to manuscripts through the installation of fire detection and control devices and through the elimination of storage areas susceptible to water damage. Where these precautions fail, the shelflist and inventory along with complete finding aids can prove invaluable in identifying damaged or

destroyed materials.

The National Fire Protection Association notes that the location of the parent building, type of construction materials, arrangement of the interior, quality of storage arrangements, and proximity of the local fire department are all crucial elements in combatting this threat; but the individual manuscript department or special collection has little influence over precautions in this area other than soliciting the fire detection and suppression equipment necessary to protect its holdings adequately.¹⁷ Fourteen means of combatting fire have been identified by the National Fire Protection Association,¹⁸ but in actual practice the choices of those concerned with protecting manuscript materials are much more limited.

Security expert Timothy Walch reports that the water sprinkler, which is the most economical, and the gas device, including carbon dioxide and the Halon system, are most commonly used in archival situations.¹⁹ There are problems with the use of noncombustible gas as a fire-fighting device because of its toxicity to humans; for many libraries such a system is also prohibitively expensive. Only four (4.87%) of the eighty-two respondents on this topic use the Halon 1301 system, while two others (2.43%) rely on carbon dioxide. In four of these six cases, the system was supplemented with other preventative measures.

The type of fire protection devices more commonly employed reflects little of the current emphasis on control without contributing to damage with water or chemical agents. Sixty-six of eighty-two respondents (80.48%) relied on fire extinguishers. Half as many use either smoke sensors (thirty-three libraries or 40.24%) or fire doors (thirty-four libraries or 42.68%) to control potential fire damage. Sixteen departments (19.51%) possess fire hose units and twelve (14.63%) have sprinkler systems, while only thirteen (15.85%) employ temperature-sensitive detection devices.

Some fifty-three of the eighty-two repositories providing information about fire prevention and control efforts utilize two or more means of combatting or detecting this hazard. Of these, twenty-two (26.82%) employ two such measures, while twenty-one (25.6%) rely on three or more. The most popular combinations of devices always include fire extinguishers, reflecting economy and general library practice. Six libraries utilize extinguishers in combination with fire doors, five with smoke sensors, and four with hose units. Use of extinguishers, fire doors, and smoke sensors is combined by five institutions; while four depend on extinguishers, fire doors, and hose units.

Sixty-four (75.29%) of the eighty-five respondents on this topic also prohibit smoking under all conditions; this is a precaution strongly recommended by both the National Fire Protection Association and the Committee on the Use of Manuscripts established by the Association of Research Libraries. Of those who do permit smoking, many

restrict this privilege to staff members while they are not handling manuscript materials, or limit the practice to certain areas of the collection, such as the director's office.

Perhaps more of a threat than fire is the other elemental enemy of paper, water. Water is omnipresent in the form of institutional piping and can be more difficult to control when flood situations occur. Water can also inflict substantial damage when employed in fire-fighting. As Pamela W. Darling, head of the Preservation Department at Columbia University Libraries, notes in her 1978 article, "Our Fragile Inheritance: The Challenge of Preserving Library Materials," disaster in a library almost always means water.²⁰ At least some of the manuscripts and departmental records of thirty (34.8%) of the libraries participating in this study remain where they are believed vulnerable to damage from this agent.

Even the fullest preparation for disaster, whether natural or wreaked by human hands, is not complete as long as it remains unsupported by adequate insurance coverage. Insurance monies cannot, of course, replace lost or destroyed manuscript materials. But they can make possible the substitution of related or similar items. A majority of those surveyed do not possess such protection.

When items are insured under an "agreed risk clause,"²¹ their stated value for this purpose may be the purchase price or an appraised worth estimated by an expert in the field. In the case of manuscripts, when the items in question are not replaceable, such valuation becomes purely arbitrary. Under a "valued" policy, the insurance company accepts the stated value as the amount of the loss if the item is stolen or destroyed; the amount of recompense may depend on whether the proposed value is viewed as reasonable or on the size of the insurance premium the library is willing to pay.²²

Few libraries appear to take advantage of this opportunity to insure adequately their special collections. Only fourteen (16.27%) of those surveyed hold such special insurance policies on valued items; two others remain uncertain as to whether such coverage is available to them. Of the fourteen, only eight have policies that reflect current market values; the same number report having updated their coverage during the past year, with three describing this as an annual practice. Twelve of the fourteen possess insurance that provides for the loss of individual items.

An equally important element of insurance protection is even more frequently neglected by the repositories participating in this study. Departmental personnel may be insured under an employee dishonesty bond that includes all staff without their having to be specifically identified. Such bonding is available in two forms: with a limit per employee involved in the defalcation, or with a limit per loss.²³ Only seven (9.85%) of the seventy-one respondents on this topic report holding such insurance; another ten are ignorant of the state of their coverage. The seven that do insure against employee theft have

staffs ranging from one full-time employee to seven full-time and ten or more part-time personnel.

The security record of manuscript repositories, judging from the institutions surveyed, remains a mixed one. Yet the concern for improving security procedures is there. Largely small and understaffed, frequently underfunded and confined to antiquated and unsuitable quarters, many of these facilities have implemented the physical safeguards and established the record-keeping systems recommended for protecting the valuable materials under their care.

(Part II of Ms. Martin's study of security practices at southern academic libraries, "Security Procedures and the Patron," will appear in the fall issue of Georgia Archive.)

NOTES

¹Philip P. Mason, "Archival Security: New Solutions to an Old Problem," American Archivist 38 (October 1975): 477.

²Robert H. Land, "Defense of Archives Against Human Foes," American Archivist 19 (April 1956): 121.

³James B. Rhoads, "Alienation and Thievery: Archival Problems," American Archivist 29 (April 1966): 207.

⁴Ibid., pp. 203-4; Mason, "Archival Security," pp. 487-89; John M. Kinney, "Archival Security and Insecurity," American Archivist 38 (October 1975): 495-96.

⁵Kinney, "Security and Insecurity," p. 495.

⁶Rhoads, "Alienation," pp. 206-7; Land, "Defense of Archives," p. 130.

⁷What is available are a limited number of articles, most notably Robert L. Brubaker, "Manuscript Collections," Library Trends 13 (October 1964): 226-53; and Edmund Berkeley, Jr., "Archival Security: A Personal and Circumstantial View," Georgia Archive 4 (Winter 1976): 3-19. There also exist a few collections of agreements governing manuscript use at individual institutions including the Forms Manual prepared by the College and University Archives Committee of the Society of American Archivists (Chicago: Society of American Archivists, 1973) and the appendices of Ruth B. Bordin and Robert M. Warner, The Modern Manuscript Library (New York and London: Scarecrow Press, 1966).

⁸Not available at the time the survey group was drawn up was the National Historical Publications and Records Commission, Directory of Archives and Manuscript Repositories in the United States (Washington: National Archives and Records Service, General Services Administration, 1978).

⁹The term group is used herein to signify the individual bodies of manuscripts placed together by reason of origin or subject as a means of organizing a repository's manuscript holdings.

¹⁰"Janitor Charged in Theft of Rare Book," Library Journal 98 (May 15, 1973): 1534; Mason, "Archival Security," pp. 487-88; Land, "Defense of Archives," p. 126; Timothy Walch, Archives and Manuscripts: Security (Chicago: Society of American Archivists, 1977), pp. 2, 4.

¹¹Theodore R. Schellenberg, "Modern Archival Buildings," Archivum 6 (1956): 89.

¹²C. Dean Blair, "Protecting Your Exhibits: Security Methods and Devices," American Association for State and Local History Technical Leaflet 99, History News 32 (September 1977): unpagd.

¹³Burns Security Institute, National Survey on Library Security (Briarcliff Manor, N.Y.: Burns Security Institute, 1973), p. 7.

¹⁴Rhoads, "Alienation," p. 203.

¹⁵Kinney, "Security and Insecurity," p. 495.

¹⁶"Manuscript-Marking Ink," ALA Bulletin 56 (April 1962): 361.

¹⁷Walch, Security, p. 14; Schellenberg, "Buildings," p. 89.

¹⁸Such devices include heat detection, smoke detection, local protective signaling, auxiliary protective signaling, central or remote station protective signaling, proprietary protective signaling, wet pipe automatic sprinkler, dry pipe automatic sprinkler, pressure tank water supply automatic sprinkler, standpipe and hose, Halon automatic, carbon dioxide automatic, and dry chemical automatic. National Fire Protection Association, Protection of Records 1975, rev. ed. (Boston: National Fire Protection Association, 1975), pp. 29-33.

¹⁹Walch, Security, p. 15.

²⁰Pamela W. Darling, "Our Fragile Inheritance: The Challenge of Preserving Library Materials," The ALA Yearbook 1978: A Review of Library Events 1977 (Chicago: American Library Association, 1978), p. xxxii.

²¹Under an "agreed value clause," the insurance company pays a given amount per item in the event of total loss of the material specifically appraised therein. The participating library makes its own

evaluation of the property to be covered; in one section are limited items of high worth so individually valued, while others are grouped by class with agreed upon average values per unit applied to each category. See Douglas W. Cooper, "Library Security: An Administrative Overview," North Carolina Libraries 32 (Winter 1974): 16; and Charles W. Mizer, "New Developments in Insurance and Protection of Library Contents," Library Trends 11 (April 1963): 433-34.

²²Gerald E. Myers, Insurance Manual for Libraries (Chicago: American Library Association, 1977), pp. 11, 23.

²³*Ibid.*, p. 37.

VANDERBILT TELEVISION NEWS ARCHIVE

Jo Anna Kessler

While taping reported network television news for the past eleven years, the Vanderbilt Television News Archive (VTNA) became a catalyst in shaping the history of archives. The passage in 1976 and the enactment in 1978 of the new Copyright Law clearly mark the legal justification of the videotape archive's existence and its implicit recognition as a reference and research collection. The Senate report on the copyright legislation specifically cited VTNA as the type of activity it did not wish the law to preclude. The Copyright Revision Law provides that any library meeting standards specified by the law can videotape and make lending copies of audiovisual news.

The VTNA was the center of a legal controversy which received national publicity. On December 21, 1973, CBS, Inc., charged Vanderbilt University, through VTNA, with copyright violation in taping "The CBS Evening News with Walter Cronkite." The litigation raised the question of the legality of videotape archives made by off-air taping and focused attention on the absence of legal precedent. The suit was filed with the United States District Court in Nashville, but never came to trial. On December 20, 1976, at CBS's suggestion and with Vanderbilt University's agreement, the suit was dropped without prejudice. The challenge of copyright violation essentially was mooted by the signing into law of the Copyright Revision Law (Public Law 94-553) that became effective January 1, 1978.

A less official but equally important recognition of archival status occurred on June 28, 1978, with the announcement of a National Endowment for the Humanities (NEH) Grant to VTNA. The Research Collections Program of the NEH Division of Research Grants awarded a grant in two parts: \$75,000 outright for the first year of the project for basic support; and \$150,000 over a two-year period, conditional upon the Archive's raising the same amount from other sources. B. J. Stiles, deputy chairman of NEH, stated that NEH recognizes VTNA for the social value of its archival work which acquires, preserves, and assists in the dissemination of videotape materials used in research for students as well as the public. The purpose of the grant is to help duplicate the collection of approximately 4,500 hours of recorded television news in a contemporary format, that is, provide a copy for security and one for use in a three-quarter-inch cassette format.

For the period from August 5, 1968, to the present, VTNA retains the most extensive holdings of videotaped news in an archival

collection. The Archive now houses approximately 7,000 hours of videotaped materials, of which 5,000 are evening news broadcasts and the remaining 2,000 are special news broadcasts, notably presidential speeches and press conferences. The tapes include the reporting of the 1968, 1972, and 1976 conventions of the Democratic and Republican parties, the Watergate hearings, the impeachment debates, and other broadcasts of a news event nature.

A major problem confronting the Archive in its earliest stages of operation was devising an index for access to the taped materials. Forty-one months after the collection was begun, the Archive produced Television News Index and Abstracts. Initially distributed free of charge upon request, the publication now has a subscription price of \$60 a year which includes twelve monthly numbers plus an annual index. A Ford Foundation Grant provided funding for indexing and abstracting the evening news materials collected before the publication began in 1972. For the period August 1968 through December 1971, the Index/Abstracts are available on microfilm for \$150, which includes four printed annual indexes. The entire reference work may be purchased in a microfilm format for the years since 1971 at a cost of \$50 a year which includes printed annual indexes. Approximately four hundred copies of the December 1979 number circulated chiefly, but not exclusively, to academic libraries.

To locate an item in the index, a user scans the alphabetical listing (yellow pages), such as the one below:

BEAVER, Claudia - 1607
BECK, Eckardt - 1664, 1668
BEE Gees (Musical Group) -
1789
BEECHER, William - 1683
BEGIN, Menahem - 1717
Middle East Conflict - 1599,
1621, 1642, 1833
Peace Moves - 1629, 1639,
1648, 1651, 1654, 1657,
1662, 1664, 1667, 1683,
1688, 1701, 1729, 1732,
1733, 1799, 1816, 1820,
1829, 1830
BEIRUT (Lebanon) - 1596, 1621,
1624, 1640, 1648, 1691,
1696, 1698, 1701, 1746,
1748, 1751

The numbers cited are page numbers of the abstracts (white pages). Locating Menachem Begin as an example and turning to page 1599, the user finds the abstract as well as the network, reporter, date, and time of broadcast to the nearest ten seconds (if recorded in Nashville, Tennessee, Central zone appears):

1599

Tuesday

August 1, 1978

CBS

5:32:40 MIDEAST DVTS.

(S) Egyptian for. min. Mohammed Kamel's reaction to State Dept. comments on Pres. Anwar Sadat's breaking off of Mideast peace talks rptd. Secy. State Cyrus Vance's upcoming visit to Cairo mentioned. Vance's private briefing to Sen. For. Rels. Cmte. noted. RM

(DC) Details of mtg. given; topics discussed are SALT & Mideast. [VANCE - doesn't expect new dvts. on upcoming trip, but expects better understanding to communicate to Pres. Carter re: outlook.] Sen. Rich. Stone's comments about questioning of Vance on Saudi Arabia's actions in peace efforts noted; cong. approval of war plane sale to Saudis on condition they help peace process recalled. [STONE - states concern about Saudi attitude.] Vance's message to Sadat & Prime Min. Menahem Begin from Pres. Carter noted. Geo. Herman

The abstracts, the user's guide to the collection stresses, identify news items for subsequent retrieval on the videotapes of the programs and should neither be attributed to speakers as direct quotations, nor cited as evidence of what was said. The authoritative source for study, quotations, and reference is the tape.

For those who are not students, faculty, or staff at Vanderbilt University, the Archive makes nominal charges for services. Charges for nonacademic use are slightly more than those for use in academic situations. The hourly rate to view a tape in the Archive is \$2.50. The Archive makes tapes available for loan in one of several formats: a one inch or one-half inch reel-to-reel tape, a three-quarter inch video cassette, Beta and VHS half-inch cassette, or audio cassette. The cost per tape hour for duplicate tapes is \$20. If a researcher requests a compilation tape on a particular topic, the cost is \$40 per tape hour. Until May of 1979, the master recording in black and white was made on a one inch reel-to-reel tape costing approximately \$50 per hour. Since May, the Archive has recorded two copies, one for security and one for use, of each broadcast in color on three-quarter inch U-MATIC cassettes at approximately the same cost as the single tape that was formerly made.

Because the earlier copyright failed to provide guidelines for the use of electronic recordings, the Archive from the outset imposed restrictions on the use of the duplicate tapes. To assure responsible handling of materials, these restrictions underlined the Archive's purpose; it is a collection for study, reference, and research, not production. With the passage of the General Revision of Copyright Law, the Archive requires the user's agreement that the material is on loan and is to be returned. The loan form now emphasizes that the material, in most cases, is copyrighted and advises use of materials within the framework of Public Law 94-553. Such attentiveness to the use of the materials must have played an instrumental role in gaining recognition for the Archive as a collection of social and historical value.

With concern for preservation, VTNA maintains the same environment for tape storage as that for books and other documents in the Vanderbilt Library--controlled temperature and humidity. Before using raw tape for archival purposes, a technician takes a random sampling from each shipment and makes preliminary recordings. After use and before returning a recorded tape to the locked storage vault, a technician winds and rewinds each tape to assure a firm and even packing. This measure acts as a safeguard against distortion of the image that would result from uneven packing. In its eleven years of operation, the audiovisual Archive has experienced minimal deterioration of tapes. Any sign of deterioration leads to immediate duplication of the tape and then to random sampling of other tapes with the same series number.

Though the staff at VTNA believes the videodisc is probably the best archival format for electronic recording, the cost at present for a one-on-one copy (single videodisc copy) is prohibitively expensive. Until developments in the industry decrease the cost of videodisc duplication, VTNA will continue using the videotape format. Since the perfecting of videotape in 1957, the improvement in quality, hence longevity, has increased.

Paul C. Simpson, a retired insurance executive, was the originator of the idea and the original funder of the audiovisual Archive. As the administrative consultant to the Archive, he has been intimately involved from the outset in its development. The nonprofit Archive, supported by designated grants and contributions to Vanderbilt University, operates with an Administrative Committee consisting of Mr. Simpson, Jeff Carr, Vice President for University Relations and General Counsel, and Frank P. Grisham, the Director of Vanderbilt University Library. James P. Pilkington serves as the administrator of the collection with a staff of eight.

That television news reporting is becoming a means of documenting the political, social, and economic events of the times is reflected in the use of the Archive. Of the 1,172 services rendered during the 1979 calendar year, 249 involved lending duplicates, which ranged from one tape to over thirty tapes. The heaviest use of the Archive is

academic, but the nature and scope of the research projects vary widely. In the fall of 1978, a researcher traveling with the Israeli delegation to the Camp David Summit came to Nashville to study the reporting of the Mid-East crisis. He returned to Hebrew University with fifty hours of duplicated and compiled tapes for research for his dissertation. Two doctoral candidates, one in sociology and the other in political science, have used the Archive for researching the Viet-Nam War coverage.

From term papers, theses, and dissertations, the range of documentation extends to national and international projects. In May 1978, a tape compiled for New York University was used in a colloquium in Paris which compared the image of France as projected by American television with the image of America projected by French television from 1968 to 1977. That same month a visitor from the University of London borrowed tapes for a study of television coverage of two weeks of current news. The objective of the study is to compare coverage by England, West Germany, and the United States. VTNA provided the United States coverage.

The Archive itself has been the basis of a research project. In August 1978, a group from the Indiana University School of Journalism spent two days videotaping the operations at VTNA. The videotape was presented at the annual convention of the National Association for Education in Journalism for a panel on television collections around the country. The Center for New Communications at the School of Journalism has made rental copies of the tape available to the public.

Nonacademic use of the Archive includes services rendered to federal and state governmental agencies in addition to lawyers in the defense and prosecution of legal cases. Authors have used the tapes for research in writing books and motion picture scripts. One notable example of such documentation was for the movie All the President's Men.

The recognition of VTNA as the earliest and most complete collection of videotaped news of the three major networks has encouraged at least one library to enter into a cooperative working arrangement with the Archive. In the fall of 1978, the George Washington University Library opened a new audiovisual center for the use of videotapes in research and instruction. As the first facility of its kind in a United States library, the Television News Study Center houses a seventy-seat auditorium for group viewing as well as facilities for individual study. Of the 249 requests for tapes in 1979, approximately forty were for the Washington center. In exchange for access to the Vanderbilt collection in serving its patrons, the Washington, D.C., center has taped, since December of 1978, weekend evening news telecasts not shown in Nashville. These tapes have been incorporated into the VTNA collection and included in the Television News Index and Abstracts.

The Copyright Law of 1978 provides that the Library of Congress will start the American Television and Radio Archives which will include entertainment as well as news programs. This operation is currently in the developmental stage. To discover the role of television in reporting news and shaping attitudes about state and federal investigations and legislation, national and international conflict, economic policy in national and international markets, as well as social, political, and humanitarian issues, a researcher finds the most complete source of documentation for the past decade in the collection of the Vanderbilt Television News Archive.

AN ODYSSEY THROUGH LOCAL PUBLIC RECORDS PROGRAMS:
EXPERIENCES OF A JOURNEYMAN ARCHIVIST

Mark H. Jones

Most people familiar with the creation and content of local public records would agree that these records constitute an essential primary source for the study of the evolution of local government and community and family history. The demand for effective management and preservation of the most valuable series of local records is increasing annually. Several state archives have recently expanded existing local public records programs or have instituted for the first time a variety of measures ranging from regional depositories to selective microfilming in order to preserve the most important records generated by local governments.

For approximately three and a half years, I have been involved in efforts to establish or expand local public records programs. When the Illinois State Archives established the Illinois Regional Archives Depository system (IRAD) in 1976 with funding from the National Endowment for the Humanities (NEH), I secured a ten-month appointment as a student assistant-intern at the Northern Illinois University Depository at DeKalb. The following year I went west to become project archivist for the Iowa County Records Inventory Project, a two-year pilot project funded by the National Historical Publications and Records Commission (NHPRC). After completing that project, I was hired as an archivist for the New York Local Government Archives Program, which is also funded by NHPRC.

This experience in three different programs, two in the Midwest and one in the East, has given me some perspective to speak to the topic of local records programs. Because of the difficulties of condensing three years of work into a brief article, my analysis here is confined to the foundations, scope, and goals of the three programs with which I have been associated.

The local public records program in Illinois is based upon statutes making all public records below the level of the federal government the property of the state and creating in 1961 a Local Records Commission composed of the director of the state archives, the state historian, and local officials or their representatives. The Commission approves or disapproves disposition requests filed by field representatives of the state archives, who in turn receive requests from the local officials. The disposition requests are made after consulting retention-disposition schedules issued by the state archives and revised by the Local Records Commission. This Commission does not have jurisdiction over state court records and records generated by

Cook County (Chicago).

In 1976 the state archives obtained a grant from the National Endowment for the Humanities to establish a regional depository system only for local public records. The state archives leases storage space at state universities, hires on-campus supervisors, and employs graduate students appointed by history and political science departments as student-interns. The state archives trains the interns and their supervisors, formulates acquisition policies, conducts all of the field work, provides forms and procedures to be followed by the interns, and monitors the descriptive inventories at each depository.

Each depository serves a multi-county region. Records released by local officials and approved for transfer by the Local Records Commission are delivered to the depositories. The public has access to records at depositories.

Student interns receive orientation and instruction during a training course held by the state archives in Springfield. The course includes sessions on Illinois history and local government, the research value of local records, the operations of the Local Records Commission and state archives field representatives, archival theory, and records inventorying procedures. State archives staff also visit depositories periodically to clarify procedures or provide additional instruction.

Interns work a twenty-hour week for ten months and perform the following duties: accession records delivered at the depository doorstep; perform basic conservation measures; write descriptive inventory sheets; research administrative histories; and provide reference service. The interns are responsible to the on-campus supervisor and the program's director.

Two observations about IRAD in its formative stages are perhaps applicable to other regional systems. First, when graduate assistants serve as part-time archivists, well-planned initial training, consistent supervision, and adequate checking of the work produced are essential to ensure the uniformity and accuracy of the work. In an attempt to offer thorough instruction, IRAD has modified its procedures manual and instruction program several times. In the first year, however, most of the training was on-the-job and in response to situations that arose unexpectedly. Interns, for example, were not prepared to accession and describe records that lacked proper authorization for transfer to a depository but which nonetheless appeared in the deliveries.

Supervision was both direct and indirect. The presence of on-campus supervisors who often were not archivists and frequent contacts with the state archives resulted in some confusion about the lines of authority. The state archives screened inventory sheets sent through the mail by the interns. Most of the first sheets produced by interns were returned for corrections or clarifications. Only recently have

state archives personnel begun to travel to depositories to verify data recorded on the inventory sheets.

Any state archives considering the establishment of a regional system should not underestimate the hours that must be devoted to training and supervising depository employees. Clear lines of authority must be established. Training materials and procedures must be well thought out and standardized. The central archives must involve itself in constant evaluation of the work produced by each depository.

The second observation based on my experience with IRAD involves the work and morale of the student interns. Part-time employees who are interested in local history and/or an archival career should be chosen. It is disastrous for a new program to hire people who are only tangentially interested in the work. The type of work in which motivated graduate assistants are employed is also crucial.

At IRAD the daily work routine was determined by the tasks assigned by the state archives. Most often the work routine was determined by the frequency with which records were delivered and the amount of records transported on each trip to the depository. During the first year work was erratic and much of it seemed boring or non-productive. Noninvolvement in field work accommodated our busy academic schedules, but many interns concluded that they were not being provided meaningful work on a regular basis. Some came to see themselves as low-level clerks manning lonely outposts.

The IRAD system survived the struggling first two years and is currently funded by the Illinois General Assembly as a program of the state archives. My experience as a student-intern at IRAD taught me that in any archival program utilizing part-time help thorough instruction and consistent supervision is a necessity and that, in archival depositories as in other forms of work, the level of productivity and quality of the product are directly related to the meaningfulness of the work as perceived by the lowest laborer.

The Iowa County Records Inventory Project (ICRIP) was a two-year pilot project funded by the NHPRC and administered through the Iowa State Historical Department, Division of the State Historical Society. This project was part of a two-tiered effort to revive Iowa's dead public records program. Earlier in the century Iowa possessed an exemplary public archival program for state records. By 1977, however, the Hawkeye State lacked any program for state or local records. Iowa was one of two states without a state archivist, and its "state archives" was in reality dead storage with no archival arrangement or finding aids. The only bright spot was a functioning state records management division and commission.

The Iowa Code grants the head of the Division of Historic Museum and Archives (Iowa State Historical Department) authority to accept county and municipal records offered but not power to set retention and disposition guidelines for local public records. Hence no

retention-disposition guidelines for local public records existed in 1977; county and municipal officials relied upon vague and inadequate statutes, decisions of local courts, county attorneys' opinions, and advice from state agencies for the disposition of records. Moreover, the State Historical Department had no statutory authority to implement the recommendations of any local public records pilot project.

F. Gerald Ham, State Archivist of Wisconsin, had pointed out the deficiencies and made recommendations on Iowa archives in a report funded by NHPRC. The State Historical Board, governing body of the Iowa State Historical Department, made the creation and funding of the position of state archivist a priority, supported by a "leverage" grant to the department funded by NHPRC for an assistant archivist for one year contingent upon creation of the state archivist's position. Dedicated persons and groups, including members of the State Historical Society and the Iowa Historical Materials Preservation Society, engaged in long and active lobbying in support of the creation of the state archivist's position. The Governor's Historical Records Advisory Board supported funding to implement a two-part program for Iowa's public records. As a participant in this campaign, I felt confident about the support for the County Records Project and the future of a state and local public records program in Iowa.

The procedures of the Iowa County Records Inventory Project were based upon programs in other states, especially the Texas County Records Inventory Project. (In fact the ICRIP used the excellent film "Texas Bound" to publicize its own effort.) As project archivist, I was responsible for completion of inventories of all county public records in at least twelve sample counties, two from each congressional district selected on the basis of geography, size, age, urban-rural demographic ratios, and agricultural-industrial concentrations; publication of inventory guides for the sample counties; preparation of an inventory procedures manual; compilation of a file on the general conditions of county records in Iowa; preparation of recommendations for continuation of the project including changes in the Code of Iowa; and preparation of a preliminary retention-disposition schedule for all county records discovered in the inventory. When these tasks were completed, the list was expanded to include more items: utilization of volunteers in four sample county inventories; utilization of a university work-study student in three counties; generation of newspaper, television, and radio publicity in every part of the state about the project and the plight of county records; assistance to two counties in their own records surveys; and assistance to a municipality's records survey.

The County Records Project established a foundation for a future county records program. This was paralleled by the hiring of a state archivist in March 1979, and more recently by staffing of the NHPRC-funded assistant archivist position. Clearly, the state records situation constitutes the priority of this state's fledgling archival program, but it is hoped that some of the work of the County Records Project will be continued in a modest way so that contacts are

maintained and initiatives begun by the project are expanded.

Public records surveys are expensive, labor intensive efforts and should be launched with a more specific goal than "finding out what's out there." The final result of the inventory often is the published guide, but in the early phase of a new program the inventory guide is of secondary importance. The records survey provides data for the initial retention-disposition schedule which is the keystone of a local records program. In Iowa we may have concentrated too much on production of the inventory guides.

The total universe of local public records cannot be manageably inventoried in the early period of a new local public records program. Even a state like Iowa with a population of a little over two and a half million has ninety-nine counties. A discrete slice of that universe may include offices in a small sample of governmental units such as counties or cities. ICRIP may have erred in trying to inventory records in every office within the sample counties. A good argument can be made, however, in favor of a thorough inventory of the sample universe.

Local public records can be used to educate the public about the importance of their local government records. In Iowa one unexpected result of the project was the heightened awareness among some key county officials of records management and the importance of several records series. Such initial consciousness-raising lays the groundwork for cooperation in implementing retention-disposition schedules.

In an agriculturally based state, it is important to mobilize local constituencies such as genealogical and historical societies and local officials in order to win local support for statewide records programs and to win those crucial legislative battles. The so-called "little old women from Dubuque" often make dedicated volunteer workers and effective lobbyists. One should also contact statewide organizations representing local officials. The Iowa State Association of Counties, for example, provided effective communications with county officials, and individual statewide bodies such as the State Association of County Clerks assisted with the screening of the preliminary retention-disposition schedules.

Also, one's legal mandate in the area of local public records often predetermines the scope and limits of a local records program. As far as I know, the state archives in Iowa still lacks a clear mandate in the area of local public records. Thus the initiative for continuation of the county records project rests with county officials, many of whom resist state control.

Historical Records Advisory Boards can play an important part in the establishment of local public records programs. In Iowa the Board is fortunate in having as one of its members a former county recorder and president of the State Association of County Recorders.

After working in the depository outpost in Illinois and riding the inventory circuit on the plains of Iowa, I reversed Horace Greeley's dictum and sought my fortunes in the East. In mid-1979 I was hired by the State Archives, New York State Education Department, and assigned to the Local Government Archives Program (LGAP). Since the Local Government Archives Program in New York State is in its nascent phase, I shall confine my comments to the preconditions, procedures, and goals that have been established.

In 1978 the Governor's Historical Records Advisory Board applied for a grant from the NHPRC to set up approximately ten model local government archives throughout New York State. NHPRC approved a "pass through" grant amounting to approximately \$155,000. The state archives administers this grant on behalf of the board; and the program's director is the state archivist, who also is the state historical records coordinator.

Any local government body may apply to the advisory board for up to \$10,000 seed money to establish an archives. The New York State Historical Records Advisory Board distinguishes between an archives and a records center and stresses that an archives may consist of only 5-10 percent of an agency's records which document the evolution of local government and the rights of citizens. The applying agency must demonstrate commitment to maintain and add to the archives once the seed money is expended, provide a safe and secure facility conforming to current New York law and regulations regarding the protection of local public records, and install at its own expense such major items as steel shelving. Other criteria for selection include the size, type, age, and location of the requesting governmental body. The advisory board establishes selection criteria and makes the final decision on every application. My job as project archivist involves visiting applicants and filing reports with the advisory board on their potential as model archives.

Once its application is approved, the participating governmental body receives the "pass through" funds. The money can be used to purchase equipment and supplies normally funded by NHPRC and to hire a project archivist. My responsibilities include providing forms and procedural manuals as well as technical assistance to the participating governments. Other state archives personnel assist in this work. As in other NHPRC grants, the local agency must file interim and final activity and financial reports with the advisory board. In addition, members of the advisory board publicize the program and visit model archives in their regions to monitor progress.

The New York State Local Government Archives Program is a new approach to archival management of local public records. A strong tradition of local home rule exists in the state. A regional depository system was discussed in the late 1940's but lacked support. The citizens of New York prefer to keep their most important local public records in their place of origin.

Since 1912, a local public records program has operated out of the State Education Department according to a clear legal mandate. This state effort predates the establishment of a state archives in 1975, though the program now resides in this agency which is a branch of the State Education Department. The various activities of the local public records program include prescribing retention periods for most local public records except court records and most of New York City's records; giving advice on various records management procedures such as indexing, filing systems, and creation of noncurrent records centers; and guiding the review of local governmental microfilm projects. Hence there is a legal foundation for the role of the state archives in the area of local public records and a history of state guidance and services to local governments. The LGAP is an adjunct to these activities and information accumulated by the project will enable the state archives to improve and update its archival and records management services to municipalities.

Governmental units such as the city of Rochester, Albany County, and the city of New York (Department of Records and Information Services) have instituted records management programs, engaged in microfilming or conducted inventories, often with the assistance of grants from NHPRC and Community Development funds. LGAP can build upon this progress by funding the creation of additional model municipal archives and by producing a local public records program manual which will assist other municipalities.

The public records program in New York State is fortunate in having the support of an active, innovative State Historical Records Advisory Board. The grant application stresses the participatory role of board members in the selection process and in monitoring the progress of the models.

By November 1979, the advisory board had approved a grant to a small, rural upstate town, possessing an almost complete record of government business conducted during the nineteenth century. The records apparently survived for years in wooden boxes stored in the town hall attic and were recently rescued by the town clerk and deputy clerk who used a wooden pail and rope to lower the records to the first floor. The town hired a project archivist, and I have made trips and discussed problems at length by telephone. At this stage of the program, we have encountered problems such as humidity and temperature control in local government buildings as well as procedural questions which may not be completely solved when the seed money for the town runs out. At least the experience gained in this program will enable us to identify archival problems at the local level.*

*In April 1980, this project was successfully completed. The town's archives were arranged by record series, reboxed and refoldered, cleaned, and labeled. The project archivist prepared a guide for distribution. To cut down on humidity, two inches of styrofoam were added to the interior of the vault walls. The State Historical Records Advisory Board has also approved funding for three more projects.

The New York Local Government Archives Program represents an innovative approach to the problem of managing and preserving local public records. The program eschews the regional depository system for model municipal archives. Its progress will be determined by the creative mixture of federal, state, and local governmental resources applied to this model.

In this brief article I have outlined the foundations, scope, and goals of three local records programs: a regional depository system; a county records inventory pilot project; and a model municipal archives project. Each of the three programs has strengths and weaknesses. None can be adopted in whole by other states. Since each state is unique, each state must create a system suited to its circumstances. It is my contention, based on experience in these three situations, that the success of any local public records program depends upon striking a balance among the legal mandate of the state archives, the bureaucratic structure in which the state archives functions, the human and financial resources which the state archives can muster, and local traditions and attitudes regarding the preservation of local historical treasures.

FROM THE USER'S PERSPECTIVE:
RESEARCH IN GEORGIA ARCHIVES

Barton C. Shaw

About fifty years before the birth of Christ, a fire destroyed part of the holdings at the Great Library in Alexandria, Egypt. In A.D. 273 the Roman Emperor Aurelian also did his bit to thin the collection when he put Alexandria to the torch during one of his campaigns. And in the fourth century, a Christian mob broke down the doors of the repository and further decimated the holdings. By the fifth century, it is safe to say that archivists in Alexandria had had their fill of fire, war, and Christians. What once had been a magnificent collection, containing hundreds of thousands of scrolls, was now little more than a ruin. Yet, during much of this period, scholars continued to journey to Egypt, intent upon study at the Great Library. They were undoubtedly disappointed by what they found, and probably complained to the archivists about the rather glaring gaps in the holdings. Why, scholars may have wondered, had more not been done to protect the collection?

At least in a symbolic sense, I suspect the tension between archivists and scholars began in Alexandria: the scholars aghast at what had been lost, the archivists thankful for what had been saved. In an amiable sort of way, this dispute continues today. When archivists remind us of the miraculous discovery of a portion of the James Boswell papers in Boulogne, France, English professors will glumly note that many of the Boswell letters were lost when a French restaurateur accidentally used them to wrap sausages. When archivists point out that there exists, contrary to popular belief, a great trove of Warren G. Harding papers, historians will moan that perhaps the best part of the collection was burned by Mrs. Harding. In short, many scholars believe that too little is being done to preserve past records.

Up to a point I think archivists would agree. More than anybody they realize that many valuable documents do, in fact, disappear. On the other hand, they are likely to observe that the extent of their work is frequently proportional to their budgets. Archivists are also apt to observe that while scholars are always ready to use public and private repositories, at least some fail to give archivists the support they need.

When I selected the history of the Georgia Populist party as a dissertation topic in 1975, I began to learn something about the frustrations of research and the realities of the archival profession. The Populist movement started in this state in 1892 and lasted until

1910. Although I was dealing with less than twenty years of Georgia history, I hoped to find a sizable number of manuscript collections. The papers of a number of prominent Georgians--Tom Watson, Hoke Smith, Rebecca Latimer Felton, and William J. Northern--had survived. But I was dismayed by how much had been lost. Fire had taken a terrible toll upon state records. In the nineteenth and early twentieth centuries, the courthouses of Georgia burned with uncanny regularity. The great Augusta fire of 1916 also consumed valuable documents.

Even more disheartening was the loss of the papers of Eugene Talmadge, Clark Howell, and Joseph M. Brown. During each of his three terms as governor, Eugene Talmadge would slowly fill his basement with a mass of documents and letters concerning his administration. At the end of each term, Talmadge would haul all the papers to his backyard and burn them, apparently for no other reason than to tidy up his cellar.

A similar fate awaited the Clark Howell papers. Howell, who was editor of the Atlanta Constitution and a power in state and national politics, left a group of papers in his attic. Unfortunately, the Howell family was reluctant to part with this collection. When the Howell home and its contents passed into other hands, an archivist quickly asked the new owners if he might examine Clark Howell's papers. This, the new owners replied, was impossible. A short time before, they had thrown out all the rubbish that had been in the attic.

The Joseph M. Brown collection perished in a similar manner. Brown, who was governor of Georgia from 1909 to 1911 and from 1912 to 1913, also left papers in his family home. When the house was remodeled, a scholar saw a chance to acquire the collection for his university. He went to the Brown house and evidently talked to the contractor who was in charge of the remodeling. Yes, the contractor said, there had been some old papers in the house. Then he pointed to an ash heap where his men had burned them a day or two earlier. A few of the letters had failed to catch fire and had blown across the lawn. These the historian gathered up. They are virtually all that remain of the personal papers of Joseph M. Brown.

Such events did little to facilitate my research on Georgia Populism. They did, however, force me to think about the problems of archivists in general and Georgia archivists in particular. How were they to preserve the past, if the past could so easily be destroyed when a courthouse burned, when a governor tidied up his basement, or when a contractor disposed of what he thought was old rubbish? To a considerable extent the documents that had survived had done so by happenstance. But there were even greater problems. Much of Georgia's history had been forged by men and women who were illiterate, or nearly so. Beyond a marriage license, a birth record, or an inscription on a tombstone, many left almost nothing to remind us of their existence. Because many Populists could barely write, this problem became all the more important to me.

Once my research had begun, I became fairly familiar with the archives of Georgia. These repositories aided my work in countless ways. Almost invariably, their collections were well organized, their reading rooms comfortable, and their staffs competent. These archivists proved to be helpful in even informal ways. On many occasions they gave me the phone numbers of persons they thought might be of aid, and thus I was able to discover people who were working on topics similar to mine. This made my research all the more pleasant and fruitful.

I have since learned that the question of privacy has become a controversial point among archivists, and some object to making public any information about their patrons. I do not claim to understand all the legal and professional implications of this dispute, but I can at least give you my own opinion, based upon recent use of Georgia repositories. It seems to me that a certain amount of secrecy is valuable. But I see no reason why most research topics should not be made public. To do anything else would be a disservice to scholarship. At best, such privacy would keep researchers with similar interests from exchanging ideas; at worst, it might allow two scholars, both blissfully ignorant of each other's existence, to devote years of work to the same topic. The chances of this occurring increase considerably when researchers from separate disciplines examine the same topic, and the normal grapevine of gossip breaks down. Indeed, researchers from different fields have few links other than the archivist.

Of course there are cases in which it would be uncalled for to divulge research topics. For obvious reasons reporters and free-lance writers often do not want to have their subjects revealed, and their wishes should be respected. How, then, can archivists protect privacy and still promote scholarship? It has been suggested to me that there is an easy way to solve this problem. When a patron registers at a repository, he should be handed a card explaining the value of making research topics public and asking him to register his topic but giving him the choice of keeping his subject private.

As I continued my study of Georgia Populism, I soon learned that in many ways Georgia is doing a commendable job in preserving its written records. The Georgia Department of Archives and History is attempting to bring together under one roof many important documents. The University of Georgia is currently trying to microfilm all extant issues of the state's old newspapers--again an immense aid to scholars. And some archives are even beginning to expand their collections beyond Georgia and southern interests. Emory University, for example, recently bought a portion of the William Butler Yeats papers.

This is not to say that the archives of Georgia are without failings. The letters and documents of plain people are sorely missing. Georgia repositories are largely filled with the papers of politicians, ministers, lawyers, and businessmen--the sorts of people who dealt principally in words. Without denying that historians still study these kinds of individuals, it is also true that such subjects are

hardly on the frontier of the profession. A few years ago the history of blacks, Chicanos, Indians, and other minorities was in vogue. Now the history of sports and recreation promises to be a closely examined subject in the near future. Other subjects are also gaining the attention of historians, including children, the family, conservation, prostitution, industrial architecture--the list can go on and on.

Yet some archivists, like some historians, seem to be only dimly aware of these new interests. Possibly this is an example of ignorance being bliss. It is hard enough to acquire, organize, and preserve the papers of a politician. But how does an archivist collect and preserve the experiences of children, our most inarticulate citizens? Yet they do have an oral tradition and they do leave records, if only schoolroom drawings.

The question remains: how can archivists, with all their many duties, keep abreast of the latest developments in the historical profession? And how can an archivist, even an expert on history, know about recent happenings in literature, science, the arts, and other fields? With all the specialization common to academe, it is not very helpful to exhort archivists to read more.

Instead, I suspect, this is an area in which the scholar can be of assistance. It is vital that archives take advantage of consultants who know, among other things, that they have an obligation to keep archivists up-to-date. Moreover, archival journals should invite scholars to write about the latest interests of researchers in their fields. It should not be too difficult to gain the ideas of academics. Most have a weakness for the soap box and the captive audience. In addition I think--perhaps I should say I hope--the day has passed when any scholar needs to be told that the success of an archives depends totally upon the archivist.

Few things are as pleasant as giving advice, but I have to admit that none of my suggestions would have saved the papers of Clark Howell, Eugene Talmadge, or Joseph M. Brown. Nor, for that matter, would they have prevented the Christians from sacking the Alexandrian Library. These suggestions might, however, make the archives of Georgia even more helpful to future scholars. And, if nothing else, they may prepare the archivist for that terrible day when a bespectacled historian walks in off the street and asks, "What do you have on Atlanta children in the 1950's?"

THE JOSEPH M. TOOMEY COLLECTION OF WILKES COUNTY RECORDS

Robert S. Davis, Jr.

In 1968, Ella B. Tippits Toomey, widow of Dr. Joseph M. Toomey of Wilkes County, Georgia, donated to the Georgia Department of Archives and History a collection of historical documents acquired and preserved by her husband over four decades. Included in this donation were some fifteen hundred loose civil records from Wilkes County, records which were presumed destroyed or irretrievably lost. Ten years after this first donation, the author, a graduate student interested in Wilkes County history, contacted Dr. Toomey's daughter, living in Florida, and located an additional ten thousand items, the majority of Dr. Toomey's collection, which were with her family. Through the daughter, the family was persuaded to donate the remainder of Toomey's Wilkes County collection to the Archives. The new additions have been merged with the original donation to form the Joseph M. Toomey Collection of Wilkes County Records in the Manuscripts Section of the Georgia Department of Archives and History, a gold mine of genealogical and historical information on the county from 1777 to 1835.

Various stories are told by members of Dr. Toomey's family about how he acquired his personal collection of loose Wilkes County civil records. In one story, Toomey offered to take possession of these papers as an alternative to the county's plans to burn them when more space was needed at the old courthouse. Another account states that he found the records piled up on a sidewalk outside the courthouse in Washington, where some official had left them to be taken to the local dump. Still another source claims that Toomey salvaged the papers directly from the dump.¹ However he obtained these papers, much more than coincidence was involved in Toomey's rescue of these largely irreplaceable loose land, court, estate, and poor school records of one of Georgia's most historic counties and in his preservation of these records for more than forty years.

Born into one of the few Catholic families in Wilkes County on February 18, 1891, Joseph Maria Toomey was greatly influenced by the Civil War associations of the century-old homes in his native Washington, by the nearby Kettle Creek Revolutionary War battlefield, and the local Indian sites. Having obtained his degree at Atlanta Southern Dental College (now part of Emory University), Toomey returned to Washington as a dentist in the 1920's. Appointed county historian by a Wilkes County grand jury, Toomey made plans to write a new history of his county, probably to have been based largely on the civil records he had saved. He abandoned the project, however, with little

more than an outline because of the County Board of Commissioners' refusal to sponsor the book and the failure to find funding by subscription.² By the 1930's, Toomey had moved his dental practice to Decatur and apparently limited his writings on Wilkes County history to articles for the Washington newspapers.

His interest in local history, however, remained and was probably responsible for his not disposing of his Wilkes County records. In Decatur, Toomey gathered materials for a history of the nearby St. Thomas More Church;³ during his tours of duty as an army dentist in Iran and India during World War II, he collected a large number of Asian art objects; while serving with the Army Reserve in Alabama, he uncovered forgotten Indian mounds; and even in his retirement at St. Simons, Georgia, Toomey was exploring the history of that area. In spite of his many and varied historical interests, he wrote only one book, a history of the Georgia American Legion and Auxiliary and Georgians in the first world war which he coauthored with his first wife, Maude Lynch Toomey.⁴

The value of the Toomey Collection is directly related to the importance of Wilkes County in the early history of Georgia. Opened to settlement in 1773, when that territory was ceded by the Creek and Cherokee Indians to the British government, Wilkes was the first of the original eight counties created by the state constitution in 1777. During the American Revolution some of the most brutal fighting in the state occurred in the area, including the Battle of Kettle Creek--the major patriot victory in Georgia. After the war, thousands of settlers moved into the area to take advantage of the abundance of unclaimed land and Georgia's liberal land policies.

By the time of the 1790 federal census of Georgia, more than 40 percent of the state's population lived in that one county. Nine counties have since been created from the original Wilkes County. Because so many people descend from the early settlers of Wilkes County, family research into the county's records continues to be extremely popular among genealogists. The best seller among books on Georgia genealogy is Grace G. Davidson's Early Records of Georgia Wilkes County.⁵

Fortunately for historical and genealogical research in Georgia, Wilkes has the most complete county records of any early county in the state. Unlike many counties which have lost their early documents to courthouse fires, Wilkes is only known to have lost two books of public record. This reputation for documentary completeness did not extend to the loose civil papers, however. Although collections of these documents have been discovered in the William L. Clements Library of the University of Michigan, the William R. Perkins Library of Duke University, and the Government Records Office, Georgia Department of Archives and History, as well as those in the courthouse in Washington, a large gap existed in the loose papers.⁶ Davidson and others attributed this gap to destruction by county officials and to theft by private individuals.⁷ Many of the records given up as

lost were those rescued by Dr. Toomey.

Some information contained in the Wilkes County loose papers, in the Toomey Collection, or elsewhere can be found in the county's books of public record. All of the deeds and many of the estate papers were recorded. However, in the initial copying and subsequent recopying as the books wore out, information was often garbled, incorrectly transcribed, or omitted. When the Toomey Collection is fully available to researchers, many of these errors will be detected by comparison with the original loose papers from which the first books of record were compiled. The two lost Wilkes County books of record, estate book "DD" and the Superior Court minutes for 1782-1786, may be replaced by the loose papers they duplicated.

The majority of the documents in the Toomey Collection were never recorded, however. Among these are notes of debt, some of which are older than Wilkes County; plaintiffs' petitions and interrogations of distant witnesses with detailed information on court cases that cannot be found in the abstracts of the court cases in the Inferior and Superior Court minutes; and miscellaneous estate records. Of particular interest to genealogists are the county-level poor school records, providing the name, age, and parents of each student enrolled. The poor school records found so far in the Toomey Collection are for 1826, 1828-1833, and 1844.⁸

This collection provides information on the day-to-day lives of people living on a frontier in transition--the famous, infamous, and little known. The Toomey Collection documents the local economic base as it changed from Indian trade and livestock production to tobacco and later cotton, with the consequent growth and development of slavery. Social historians may study slavery in great detail or the development of a civil government for dealing with public morality and health, orphans, education, and poor citizens. These records show how, as Wilkes County's society became more sophisticated and refined, the questionable financial dealings and the personal violence practised by some of the citizens during the Revolution were no longer tolerated. Even such heroes of the war as Elijah Clarke and Micajah Williamson found themselves brought before the civil authorities they had previously risked their lives to defend on such charges. These manuscripts also include a number of valuable autographs, including those of at least three signers of the Declaration of Independence.

The records of the court cases provide extremely detailed information on these early settlers. While most of these suits are rather uninteresting, involving only minor debts, others are more of the sort that Davidson was describing when she wrote, "No modern fiction excels them in tales of human interest."⁹ Among these cases is a suit brought against Charles Mills for assaulting a neighbor who was making jokes about the election of George Troup as governor in 1823. Mills, in another case, unsuccessfully waged a slander suit against his famous brother-in-law, Baptist minister Jesse Mercer. In the

court papers of this particular case is a copy of a lengthy letter by Mercer, the grounds for the suit, which describes in great detail early Georgia courtroom proceedings. A case involving Dr. Anthony Poullain in 1798 offers an early example of a charge of medical malpractice. Elisha C. Dick, a Virginian, testified that while visiting in Wilkes County he became sick and would have died had his friends not helped him to escape from Dr. Poullain's treatments! Dick's testimony was filed by a family Poullain had brought to trial for refusing to pay their medical bills.

Some of the most interesting cases grew out of the American Revolution. South Carolinian Peter Roquemore's testimony provides gruesome details of the torture inflicted by his patriot commander, George Dooly, upon a fifteen-year-old boy in 1781 to learn where the boy's Loyalist family had hidden their slaves. Another set of cases involved runaway slaves captured among the Cherokee Indians by patriot troops under General Andrew Pickens of South Carolina in the last months of the war.

Dr. Joseph Toomey never used these court cases or any of the other records he had saved to write a history of his native Wilkes County. In spite of the failure of his own historical project, he believed in the value of these papers enough to preserve them until his death. The creation of the Joseph M. Toomey Collection of Wilkes County Records in the Manuscripts Section of the Georgia Department of Archives and History recognizes Dr. Toomey's long interest in local history and his role in preserving the written record of Georgia's past.

NOTES

¹Information on Dr. Toomey used in this article came from information kindly provided by Mrs. Ella B. Toomey, his widow; John T. Wrigley, his long-time personal friend; and the Emory University Alumni Office.

²A copy of the outline for this history of Wilkes County is in the Wilkes County File, Vertical File, Main Search Room, Georgia Department of Archives and History.

³The material for the history of St. Thomas More Church, chiefly newspaper and magazine clippings, is now in the Manuscript Section, Georgia Department of Archives and History.

⁴Joseph M. and Maude L. Toomey, Georgia's Participation in the World War and the History of the Department of Georgia, the American Legion (Macon: J. W. Burke Co., 1936).

⁵Grace G. Davidson, comp., Early Records of Georgia Wilkes County, 2 vols., reprint ed. (Vidalia: Southern Historical Press, 1968). The Reverend Silas E. Lucas, Jr., owner of the Southern Historical Press, provided the author with information on the popularity of Davidson's two volumes on Wilkes County.

⁶Wilkes County, Georgia, Papers, William L. Clements Library, University of Michigan, consists chiefly of loose estate papers collected by U. B. Phillips for his biography of Robert Toombs and his works on slavery. The Georgia, Wilkes County Collection, William R. Perkins Library, Duke University, is mainly court cases over minor debts. Wilkes County Supplement, Government Records Office, Georgia Department of Archives and History, is similar in size and content to the Toomey Collection and consists of loose Wilkes County records donated to the Archives at least as early as the 1930's. The loose estate papers in the Wilkes County courthouse have been deposited at the Georgia Archives and have now been microfilmed.

⁷Davidson, Early Records, 2:192.

⁸The Georgia Department of Archives and History has some state-level poor school records for Wilkes County for 1832-1835. These records are available for use by researchers in the Archives' microfilm library.

⁹Davidson, Early Records, 2:193.

RECENT ACCESSIONS

Georgia Repositories

Athens

Richard B. Russell Memorial Library
University of Georgia Libraries

WILLIAM J. HARRIS Papers, 1905-1913: U.S. senator from Ga., 1918-1932; political and personal correspondence and receipts while serving as secretary to Senator Alexander S. Clay, chairman of the Democratic State Committee during the Wilson presidential campaign and member of the Ga. Senate; 3 1/3 lin. ft. Descriptive finding aid in repository.

MASTON O'NEAL Collection, 1963-1970: Congressional files of a U.S. representative from Ga.'s second district, 1965-1971; member of House Committee on Agriculture; 376 lin. ft. and 13 reels of microfilm. Descriptive finding aid in repository.

ORAL HISTORY Collection, 1971-1979: A continuing collection of interviews with Senator Russell's family, friends, colleagues in the Senate, former office staff, and U.S. presidents; available in both tape and transcript format; 157 interviews. Subject analyses and name index in repository. Portions closed.

VERTICAL FILE Collection, 1931-1970, with a few items from 1870s: Articles, magazines, pamphlets, and brochures containing items of interest to Senator Russell; 868 fldrs. Inventory in repository.

Manuscripts Collection
University of Georgia Libraries

PIERCE BUTLER Letter, 2 January 1809: Written by Butler to Petit de Villers of Savannah concerning damage to one of his extensive holdings in Ga.; 2 items.

MR. AND MRS. I. S. CALDWELL Papers, 1920-1949: Parents of writer Erskine Caldwell; letters from Erskine Caldwell to his parents, manuscript written by I. S. Caldwell, clippings and pictures; 322 items.

SAMUEL CLARK PLANTATION Records, 1787-1863: Land records for the Walker property and a plantation journal (1840s-1865) that chronicles business records at the Richmond County homestead, the Burke County farm, and land in Dooly County; 7 items.

BENJAMIN CONLEY Papers, 1842-1880: Governor of Ga. from 1871-1872, later appointed postmaster of Atlanta by President Grant; reconstruction letters; 400 items.

BERRY FLEMING Papers, 1929-1977: Native of Augusta, Ga., and author of a number of books including Colonel Effingham's Raid and Autobiography of a Colony; letters, clippings and manuscripts of books; 1,100 items.

COLONEL LUCIUS J. GARTRELL Papers, 1848-1866: Petitions and letters involving his resignation as colonel of the Seventh Georgia Regiment; served in the U.S. Congress prior to the Civil War; 11 items.

HAMMOND FAMILY Papers, 1800-1920: Land transactions in Walton, Wilkes, and Oglethorpe counties; some Hammond and Ellsbury genealogy; 200 items.

WILBUR KURTZ, SR., Collection, 1938-1939: Photographs and negatives taken by Kurtz on the set of Gone With the Wind. Kurtz of Atlanta was the historical/technical advisor for the movie and a personal friend of Margaret Mitchell; 446 items.

LIPSCOMB FAMILY Papers, 1855-1960: Letters and pictures relating to the Lucy Cobb Institute, Crawford Long Infirmary, and Tallulah Falls Industrial School; 445 items.

THOMAS REVELL-COLONIAL GEORGIA VICTUALLING Contract, 1738-1748: Major historical document regarding the supplying of General James Oglethorpe at Fort Frederica on St. Simon's Island; submitted in July, 1748, to King George II's officials by Revell, contractor for victualing the regiment.

Atlanta

Atlanta Historical Society

A. D. ADAIR Collection (addition), 1865: Original holograph from Mrs. A. D. (Octavia) Adair to Mrs. George W. Adair; refers to Atlanta during the final days of the Civil War; 1 item.

ATLANTA LUNG ASSOCIATION Collection, 1906-1977: Founded to assist victims of tuberculosis; correspondence, financial reports, legal documents, reports, scrapbooks, and programs; 23 cu. ft.

ELIJAH BROWN Letterbooks, 1882-1892: Personal letters of Elijah Brown, son of Governor Joseph E. Brown, to relatives and friends; 2 vols. Indexed alphabetically, randomly arranged.

COBB'S LEGION Roster, 1865: Handwritten roster of names from last roll call of Cobb's Legion; 1 item.

FIRST PRESBYTERIAN CHURCH Collection (microfilm), 1858-1977: Historical data, minutes, bylaws and rules, new members, baptisms, obituaries, annual statistical reports, financial reports, committee appointments, congregational meetings; 9 reels.

FORT MCPHERSON Returns (microfilm), 1866-1881: List of commissioned officers, enlisted personnel, and attendance records; one return for Camp De Trobriand filmed at end of the roll; no returns for Sept. 1871-Dec. 1873; 1 reel.

H. A. GODBY Court Records, 1899, 1922-1936: Justice of the Peace in College Park, Ga.; correspondence, 666 court cases re liens, warrants, indentures, garnishments, and affidavits; 1 1/2 cu. ft.

HEBREW BENEVOLENT CONGREGATION Collection, 1870-1979: Correspondence, reports, minutes, biographies of rabbis, bound volumes of church records, scrapbooks; subjects include Jews in Atlanta, the Leo M. Frank case, and The Temple; 11 cu. ft.

MENEFEE FAMILY Collection, 1830-1897: Coweta, Campbell, Talbot, and Muscogee counties, Ga.; Buckland, Va.; and Texas. William Menefee signed the Texas declaration of independence. Bills of sale for slaves, wills, deeds, land grants, and newspaper clippings; subjects include the Civil War, Revolutionary War patriots, and Methodist church history; 1/4 cu. ft.

SIMMS FAMILY Letters, 1861-1878: Covington, Ga. The Simms brothers served in the Civil War: James in the 53rd Georgia Regiment; Arthur in Lamar Infantry, Cobb's Legion; and Richard, killed in action, also in Cobb's Legion. Correspondence, primarily during the Civil War, between family members--Arthur, James, Richard, Lucy (sister), Jerusha (mother), and Lucy Hyde (sister-in-law, wife of Richard); 103 items, 12 pieces.

L. A. TAYLOR Diary, 1839-1840: East Point, Ga.; written during a trip to Europe in 1839-1840; 1 item.

TERRELL FAMILY Collection, 1869-1950: Diary (1930-1931) of John Terrell, chief of the Atlanta Fire Dept.; correspondence between family members; membership cards and certificates, diplomas, teaching contract, newspaper clippings, and miscellaneous material. Subjects covered include the Atlanta Fire Dept., Hook & Ladder Co., and the Atlanta fire of 1917; 1/2 cu. ft.

WIMBERLY-PETERS FAMILY Papers, 1818-1951: Baker, Bibb, and Fulton counties, Ga.; correspondence, receipts, deeds, wills and estate records of Ezekial and Rebecca Wimberly, and scrapbook of Lucille Kuhrt Peters (Mrs. Wimberly Peters); includes three letters written during the Civil War by Ezekial Wimberly (captain, Nelson's Rangers), one

letter referring to the ending of World War I, and one letter with an attachment of minutes and financial report of the Ga. Golf Assn; 1/4 cu. ft.

Unpublished inventories to these collections are available in the repository.

Special Collections
Robert W. Woodruff Library
Emory University

TOMMIE DORA BARKER (1888-1978) Papers, 1905-1971: Atlanta librarian and library educator; correspondence, organizational records, clippings, and memorabilia relating to her career; administrative records of the Carnegie Library School in Atlanta (1905-1930); 7 cu. ft. Finding aid in repository.

JOYCE BLACKBURN Papers, ca. 1965-1979: St. Simons, Ga., author of children's fiction and historical biography; typescripts, drafts, notes, and galleys for eleven of her books; small group of miscellaneous personal materials; 15 ms. boxes. Finding aid in repository.

AGNES COCHRAN BRAMBLETT (1886-1979) Papers (addition), 1902-1979: Poet laureate of Ga., 1963-1972, from Forsyth, Ga.; poems and short stories in typescript and holograph, other writings, clippings, and memorabilia; some photocopies; 2 ms. boxes.

PEGGY CHILDS Papers, 1974-1979: Educator and state legislator from DeKalb County, Ga., since 1974; correspondence, minutes, reports, appointments, material on specific legislation, and special interest files documenting her work in the Ga. General Assembly; includes material on the DeKalb County delegation, the Democratic party, the Equal Rights Amendment, education, and MARTA; 4 cu. ft. Finding aid in repository.

RICHARD COX CLECKLER (1872-1963) Papers, ca. 1892-1940: Methodist minister; correspondence, photographs, 25 pastor's books, printed materials, and miscellaneous items relating to his ministry in Atlanta, Calhoun, Covington, Jackson, and other towns in Ga.; 1 ms. box.

JOSEPH JUDSON DIMOCK (1827-1862) Papers, 1826-1902: Businessman and major in the Union Army, 82nd Regt. New York Volunteers; family correspondence (including 34 wartime letters), photographs, a diary of Dimock's trip to Cuba in 1859 and other family and Civil War materials; 2 ms. boxes.

THEODORE DRAPER (1912-) Collection, ca. 1930-1970: Author of works on American communism; periodicals, pamphlets, party documents, and books relating to the history of the Communist party in the U.S. and the Communist International; taped interviews conducted with

party leaders and correspondence; 15 cu. ft. In process.

EMORY UNIVERSITY, ATLANTA. DIVISION OF LIBRARIANSHIP Records, 1928-1964: Administrative records, photographs, pamphlets, and memorabilia; early records concern the Carnegie Library School of Atlanta, which affiliated with Emory University in 1925; 7 cu. ft. Finding aid in repository.

PAUL FRANCIS FARMER (1903-) Papers (addition to Literary Manuscripts Collection), 1935-1979: Ga. author and educator; correspondence with Pulitzer prize-winning literary figures whose works appear in the high school textbook, The United States in Literature, co-edited by Farmer in 1963; 49 items. Finding aid in repository.

JULIAN HOKE HARRIS (1906-) Papers (addition), ca. 1937-1978: Atlanta sculptor; programs, clippings, and transcripts of oral history interviews concerning the Federal Theater Project in Atlanta; some photocopies; ca. 30 items.

CHARLES CRAWFORD JARRELL (1874-) Papers (addition), 1940-1962: Methodist minister from Oxford, Ga.; family material, primarily letters and telegrams of condolence to Jarrell at the death of his first wife; also Jarrell's letters to his second wife, Inez Jarrell; ca. 300 items. Finding aid in repository.

WILBUR GEORGE KURTZ (1882-1967) Collection, 1888-1979: Atlanta artist and illustrator, expert on local and Civil War history; letters, sketches, clippings, illustrations, articles, family material, and miscellaneous printed matter; subjects include the motion picture Gone With the Wind, Andrews' Raid, the Atlanta Cyclorama, and miscellaneous Atlanta and Civil War topics; 5 ms. boxes. Finding aid in repository.

JOHN SAMUEL MERIWETHER (1830-1879) Papers, ca. 1862-1864: Confederate surgeon from Eutaw, Ala.; member of the 38th and 40th Ala. Infantry Regts.; wartime letters between Meriwether and his wife, Alice Coleman Meriwether; photocopies; ca. 100 items.

ALBERT QUINCY PORTER Diary, 1864-1865: Confederate soldier from Franklin County, Miss.; member of Company D, 22nd Regt., Miss. Infantry; describes Porter's illnesses in hospitals in Miss. and Ala., his participation in the Atlanta Campaign, and his personal reactions re military life; photocopy of transcript; 41 pp. Finding aid in repository.

RICHARD H. RICH (1901-1975) Papers, ca. 1850-1975: Atlanta businessman and civic leader, chief executive of Rich's Dept. Stores (1949-1975); office files, mementoes, and memorabilia relating to Rich's long involvement in the family business and to his active interest in the development of Atlanta; some financial records as well as family and estate papers; ca. 15 cu. ft.

LEWIS E. WARREN CIVIL WAR Reminiscences: Confederate soldier from Clayton Co., Ga.; member of Company E, 10th Regt., Ga. Volunteer Infantry; reminiscences of Warren's entire war career, with accounts of several major battles, including Gettysburg and the Wilderness; photocopy of typescript; 46 pp. Finding aid in repository.

CARY B. WILMER Collection, 1936-1979: Atlanta reporter and photographer; photographs, slides, negatives, and miscellaneous items of correspondence, clippings, printed material, and memorabilia; the photographs record prominent Atlantans, city landmarks, and civic events, particularly the Gone With the Wind celebrations in Atlanta and Piedmont Driving Club occasions; 5 ms. boxes. Finding aid in repository.

WILLIAM BUTLER YEATS (1865-1939) Collection, ca. 1890-1925: Irish poet, playwright, and critic; letters, literary manuscripts, extensively inscribed copies of Yeats's works, and works with Yeats's holograph revisions; also manuscripts and proofs of the works of Lady Augusta Gregory, Yeats's friend, collaborator, and co-founder of the Abbey Theatre; ca. 150 items.

Georgia Department of Archives and History
Manuscripts Section

BARTOW COUNTY MASONIC CONVENTION Records, 1898-1976: Minute book and constitution of an early Masonic convention in Ga.; 1 vol., 1 item. For microfilming.

IRIS FAIRCLOTH BLITCH Congressional Papers, 1940s-1950s: Personal papers and records of Mrs. Blitch's political career as state senator, 1947-1949 and 1952-1954, and as U.S. congresswoman, 1952-1962; 60 cu. ft. Restricted.

BREWTON-THORNE-PETERSON FAMILY Papers, 1827-1979: History of three prominent Montgomery Co., Ga., families at the turn of the century; 3 cu. ft. For microfilming.

ARCHIBALD W. BUTT Collection (addition), 1900-1912: Family papers including a journal kept by his mother in the Pacific, 1901; 1 cu. ft.

CARROLL COUNTY CHURCH Records, 1830-1940: Minute books, membership lists, registers, cemetery records, church histories; 30 churches. For microfilming.

CHEROKEE WESLEYAN INSTITUTE, BOARD OF TRUSTEE Minutes, 1866-1887: Cave Springs, Floyd Co., Ga.; school records; 1 vol.

CROWDER FAMILY Papers, 1874-1926: Coweta Co., Ga.; business papers, including the diary of John D. Pearson; 1 cu. ft. For microfilming.

CURRY HILL PLANTATION Papers, 1800-1930: Decatur Co., Ga.; family papers and records of the Curry and Townsend families; 10 cu. ft. For microfilming.

GEORGIA COORDINATING COMMITTEE FOR THE OBSERVANCE OF INTERNATIONAL WOMEN'S YEAR Records, 1976-1977: Records and miscellaneous materials from the state and national IWY conferences held in Atlanta, Ga., and Houston, Texas; 5 1/2 cu. ft.

WILLIAM K. HADAWAY CIVIL WAR Papers, 1853-1866: Letters, 1862-1865, from Ga. and Va.; a description of the Battle of Fredericksburg, Dec. 1862; other family letters of the Hadaways and Sanfords of Flowery Branch, Gwinnett Co., Ga.; 64 pieces. For microfilming.

RODERICK HENRY HARPER CIVIL WAR Letters, 1859-1866: Henry Co., Ga.; died in the Battle of Ellison's Mill near Richmond, Va., June 1862; 23 items. Photocopy.

JOHN WASHINGTON HILL (1812-1884) Diary, 1881-1884: Cobb Co., Ga.; farmer and businessman; 1 vol.

HOFWYL-BROADFIELD PLANTATION Records, 1837-1973: Records and memorabilia from a coastal plantation near Brunswick, Ga.; material on Cohen, Gratz, Dent, and Troup families; 3 cu. ft. For microfilming.

JARRETT MANOR/TRAVELER'S REST Collection, 1747-1979: Stephens Co., Ga.; records relating to the operation of Traveler's Rest as an inn by the Jarrett family; includes correspondence and legal documents; 8 cu. ft.

H. W. MCNATT CIVIL WAR Diaries, 1862: January 29-September 6, 1862; 2 vols.

PETERSON FAMILY Papers, 1888-1949: Additions to Brewton-Thorne-Peterson Papers; 1 cu. ft. For microfilming.

ANN DE ROULHAC ROSE Diary, 1861-1869: Macon, Ga.; young woman's account of Civil War years; 1 vol. Photocopy.

THOMAS JEFFERSON STEWART Diaries, 1860-1884 (1861-1865 missing): Extremely candid account of a much married, hard-drinking Jones Co. resident, born in 1822; WPA transcript exists for some parts; 10 vols. For microfilming.

HENRY J. TOOMBS Drawings, 1944-1946: Pencil renderings of the Little White House buildings, Warm Springs, Ga.; 1 fldr.

VARNER FAMILY Collection, 1816-1965: Butts Co., Ga.; records of the family and their operation of the Indian Springs Hotel; 6 cu. ft. For microfilming, now on permanent deposit at the Georgia Historical Society.

VOICE OF LIBERTY, 1960-1978: "Exposing Enemies of God and Country/ Pointing to the Answer in Christ"; 1/4 cu. ft.

SARAH SLATON WALDO WILSON Collection, 1900-1941: School papers and the military records of Arthur Wilson, Jr.; 17 items.

WOMEN'S RECORDS PROJECT OF GEORGIA-INTERNATIONAL WOMEN'S YEAR-Oral History Project, 1978: Interviews with delegates to the IWY conference, Houston, Texas; 1 cu. ft.

Southern Labor Archives
Georgia State University

BIRMINGHAM TYPOGRAPHICAL UNION, LOCAL 104, Records, 1928-1974: Correspondence, minutes, financial documents, membership data, grievance cases, hearing testimony, and printed items such as newsclippings, flyers, newsletters, constitutions, contracts, proceedings, and pamphlets; correspondence between Local 104 and officers of the International Typographical Union (Presidents Elmer Brown, 1965-1967, and John J. Pilch, 1968-1972, and Secretary-Treasurer William R. Cloud, 1964-1972) concerning union procedures and standards, contract negotiations, and pensions; internal correspondence describes negotiations with the various employers organized by Local 104. Financial documents, 1960-1972, are incomplete; documents prepared for hearings of the National Labor Relations Board and the Equal Employment Opportunity Commission pertain to negotiation settlements and charges of discrimination; 4 1/4 lin. ft.

CHATTANOOGA AREA LABOR COUNCIL (CALC) Records, 1925, 1926, 1941-1972: Correspondence, minutes, financial statements, legal documents, membership data, contract negotiation files, and printed items; includes correspondence with labor leaders (William Green, George Meany, and George Googe), many labor organizations, and prominent Tennessee politicians Estes Kefauver, Ross Bass, Gordon Browning, Kenneth D. McKellar, James B. Frazier, and P. R. Olgiati; principal correspondent for the CALC is Stanton Smith, secretary-treasurer from 1941-1956. Correspondence and minutes relate to city, state, and national elections, merger with the Chattanooga Industrial Union Council, abolition of the poll tax, social security, desegregation of the public schools, opposition to the Taft-Hartley Act and the Tennessee Open Shop Law, revision of the state constitution, settlement of jurisdictional disputes among unions affiliated with the CALC, the Chattanooga Voters Union, and civic concerns such as adult and vocational education, Community Chest, the Health Council, property tax reform, public housing, and rent control; 6 lin. ft.

FLORIDA STATE AFL-CIO Records, 1955-1973: Correspondence, minutes, and reports, 1966-1971, dealing with the activities of Charlie Harris, Executive President of the Florida State AFL-CIO, in his role as Vice-Chairman of the Human Rights Committee of the Florida Constitutional Revision Commission; financial statements and convention proceedings

included; 4 lin. ft.

Inventories of these collections are available in the repository.

Augusta

Richmond County Historical Society Reese Library, Augusta College

AUGUSTA-RICHMOND COUNTY CHARTER COMMISSION Papers, 1973-1975: Formed to draft a charter for a combined city-county government; charter was rejected by the electorate May 4, 1976. Minutes, correspondence, working papers, drafts, proposed charter, final reports of the commission and related documents donated by William T. Morton, member of the commission; 2 lin. ft.

WILLIAM H. DUMONT Papers, 1960s: Editor of the National Genealogical Society Quarterly at the time of his death in 1970 in Augusta; notes on research and correspondence with various persons concerning genealogy, arranged alphabetically by family names (mainly southern families in Georgia and South Carolina); about half of the collection relates to various Walton families; donated by Mrs. W. H. Dumont; ca. 1 lin. ft.

FLOURNOY FAMILY Papers, 1890s: Letters from descendants of the Flournoy family of Va. and Geneva, Switzerland, concerning the preparation of a genealogy to be published in the Virginia Magazine of History and Biography, 1894-1895; includes an unfinished typescript sketch of Brigadier General Thomas Flournoy of Augusta, author unknown; donated by Michael W. Berry; 2 fldrs.

GEORGE S. ROARK Papers, 1940s: City manager of Augusta (January 5-November 29, 1948) who was at the center of a bitter controversy between the Cracker party and the Augusta Citizens' Union, a reform group; although the voters approved the city manager form of government, the charter was declared invalid by the Ga. Supreme Court. Letters, notes, copies of official reports, clippings, brochures, and a scrapbook; ca. 1 1/2 lin. ft.

TUBMAN HIGH SCHOOL, 1907-1974: Girls' school from its founding in 1874 until the 1950s when it became a coeducational junior high school; donated by Miss Bertha Carswell, retired librarian; 8 printed items.

Columbus

Chattahoochee Valley Regional Library
Bradley Memorial Library History Room

CEMETERY MARKERS, undated: Talbot Co., Ga.; compiled by Jack Morgan; 235 pp.

FORT BENNING CEMETERIES, undated: Muscogee Co., Ga.; compiled by Elsie W. Hight; ca. 180 pp.

MOUNT ZION BAPTIST CHURCH Minute Book, 1800s: Talbot Co., Ga.; church records; 1 vol., 170 pp.

Savannah

Georgia Historical Society

E. D. ALEXANDER Papers, 1898-1931: Personal, Spanish-American War, and World War I papers; 24 items.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN Papers (addition), 1959-1977: Official papers; 451 items.

MARY SAVAGE ANDERSON (MRS. CLARENCE G.) Paper, ca. 1930: Personal memoir of family and Savannah; 1 item.

BENJAMIN PALMER AXSON Papers, 1907-1927: Genealogy of Axson and allied families; 52 vols.

JOHN D. BATTLE, JR., Papers, 1881-1921: Greene Co., Ga.; family papers; 10 items.

SAM BENNETT Letters, 1942, undated: Family reminiscences; 2 items.

CLETUS W. AND WILLIAM P. BERGEN, AIA, Collection, ca. 1920-1972: Architecture; 67 lin. ft.

MARY R. BULLARD Papers, 1970s: Cumberland Island, Ga.; unpublished typescripts; 4 items.

CHEROKEE COUNTY, GEORGIA, Paper, 1834: Deed--James Walker to Philip Young; 1 item.

COWAN FAMILY Papers, 1880s-1890s: Savannah family; 12 items.

GEORGIA LUNG ASSOCIATION, SOUTHEAST BRANCH, Papers, 1920-1977: Official papers; 4 lin. ft.

GORDON FAMILY Papers (addition), 1830s, 1913-1932: Family matters (Sarah A. Stites Gordon to W. W. Gordon); W. W. Gordon, Jr.; Spanish-American War; 20 items.

WILLIAM HENRY HOFFMANN Papers, 1860-1901: Family papers; photography; 9 items, glass plates.

S. T. JONES Letters, 1878-1888: Doctor; family matters; 6 items.

ALEXANDER A. LAWRENCE Papers (addition), 1968-1979: U.S. judge; U.S. District Court opinions; 35 vols.

ALEXANDER MACINTOSH Letters, 1915: Family letters; photocopy; 2 items.

JOHN MACKAY Papers, 1837-1847: Indian and military affairs; 12 items.

LOUIS B. MAGID Collection, ca. 1896-1905: Silk production; 8 lin. ft.

JOSEPH MANIGAULT Papers, 1880-1911: Plantation affairs (Pennyworth Island and Soubra Plantation); personal matters; 19 items.

MARY LANE MORRISON Papers, 1960s-1970s: Research materials on architecture; Charles Cluskey and John Norris; 4 vols.

OSSABAW ISLAND Papers, 1809-1976: Title history of Ossabaw Island, Ga.; photocopies; 76 items.

HOMER REYNOLDS SANFORD Papers, ca. 1940: World War II; China; 3 items.

TRUSTEES GARDEN CLUB OF SAVANNAH Scrapbook, 1977-1978: Garden club activities; 1 vol.

UNIDENTIFIED Scrapbooks, 19th century: Victoriana; 2 vols.

Swainsboro

Library Emanuel County Junior College

E. L. COLEMAN (1885-1977) Papers, 1915-1970: Longtime druggist in Summertown, Ga.; drugstore account ledger (1928-1934), college lecture notes (1915), miscellaneous letters and receipts (1915-1970); 2 vols.

COLEMAN FAMILY Land Records, 1820-1920: Copies of land plats for land acquired by several branches of the Coleman family; 1,200 items.

Tifton

Manuscripts Collection
Georgia Agrirama Development Authority

BUSSELL GENERAL STORE Account Book, 1888-1897: Small family business located near Mystic, Irwin Co., Ga.; contains record of cash and credit transactions characteristic of rural economics in South Georgia during the period; 1 vol., 144 pp.

FITZGERALD BROTHERS GENERAL STORE Invoice Book, 1877-1880: Family business in Florence, Ga.; contains nearly 1,500 invoices recording the store's relationships with local, regional, and national wholesalers; 1 vol., 250 pp.

TURPENTINE COMPANY COMMISSARIES Ledgers, 1881-1900: Kittrell, Smith and Company in Jacksonville, Telfair Co., and successive companies in Sycamore, Irwin Co., Ga., 1881-1891, 1894-1897; Daniel and Daniel Company, 1894-1900; entries reflect the industry's wage-credit system and the individual commissary's business with the general public; 11 vols., 3,574 pp. Index in preparation.

WESLEY CHAPEL METHODIST EPISCOPAL CHURCH Records: Congregation in Kirksey community, Dougherty Co., Ga.; includes Register, 1881-1909, and Sunday School Journal, 1895, 1897, 1909; contains brief entries on pastors and members with a few notes made ca. 1950; 2 vols., 120 pp. Other items in collection include Quarterly Conference Record, 1923-1925, and hymnals.

Access limited to scholarly research by appointment.

ARCHIVE NOTES

The new Archivist of the United States, Robert M. Warner, will take office on July 4, 1980. Warner is a member of the Department of History and director of the Bentley Library, repository for local and regional historical materials at the University of Michigan. He holds the Ph.D. degree in history from Michigan, where he has spent his professional career. In addition to his other responsibilities, Dr. Warner chairs the committee in charge of building the Gerald R. Ford Presidential Library. Initial reaction among archivists and scholars to the appointment has been enthusiastic.

The University of South Carolina will be the recipient of the Movietone News film library, donated by Twentieth Century Fox. The newsreels, 60 million feet of film in all, were produced between 1919 and 1963. Much of the film is nitrate based, and will be converted to safety film before being transferred.

The University of Louisville Archives and Records Center, assisted by the National Historical Publications and Records Commission, has just published the Papers of Louis Dembitz Brandeis at the University of Louisville in a 184-reel microfilm edition, with 100-page guide. The microfilm publication contains over 250,000 items, including correspondence with Felix Frankfurter, Woodrow Wilson, and Robert W. La Follette, Sr. The letters, legislative drafts, working papers, and reports touch on a multitude of topics from the Progressive to the New Deal eras. As a highly successful Boston attorney, Brandeis led struggles for public regulation of local utilities and railways, as well as battles for state and federal legislation to improve the condition of factory workers. He was also involved in the Progressive's break with the Taft administration and early assisted Woodrow Wilson's bid for the presidency--an association that led to his appointment in 1916 as the first Jew to serve on the United States Supreme Court. Brandeis was a foremost leader of American Zionism and extensive correspondence and reports document the struggle of that movement well into the 1930s. While there are few Brandeis letters for the Supreme Court years, the microfilm includes 40 reels of material, previously unavailable for research, that has been released by his former law firm. The 100-page guide includes an introduction to the extensive papers, a Brandeis chronology as reflected in the papers, and a description of the contents of each of the 184 microfilm reels. The researcher is also aided by a selected name index to the papers. Publication price for the 184-reel set is \$3,680.

Individual reels may be purchased at \$22.50 each. The guide is available separately for \$7.50, but will be provided without charge with orders of four reels or more. Additional information may be obtained from University Archives and Records Center, University of Louisville, Belknap Campus, Louisville, KY 40292. (502) 588-6674.

The Kentucky Department of Library and Archives will open its new \$7.7 million dollar building in spring, 1982. The 140,640 square foot structure will feature a Kentucky Room.

Sidney F. Huttner, curator of rare books at the University of Chicago, commented recently on the federal energy guidelines and their impact on the materials in archives and libraries. Huttner described the damage to paper that comes not only from the increased summer temperatures called for in the guidelines, but the abrupt changes in temperature and humidity that follow the seasons. "During winter, dry air removes moisture built up during the humid summer months, but the chemicals and pollutants remain," stated Huttner. The rise in temperature and humidity at the onset of summer returns moisture to the book which carries more dirt and chemicals deep into the pages. Huttner advises that archives should seek permission to adjust gradually to seasonal changes in temperature, and he calls for an end to short-term temperature and humidity fluctuations. A recent American Council of Research Libraries survey indicated that over 60 percent of four-year college and university libraries planned to seek exemptions from the federal cooling controls.

Archives and libraries would certainly benefit from legislation introduced by Senator Jacob Javits, the Artists Tax Equity Act. The bill would allow authors or artists a deduction equal to 30 percent of the fair market value of their gift to a repository. Hearings on the legislation have been held by the Senate Subcommittee on Taxation and Debt Management, which would alter the current 1969 Tax Reform Act, which allows deductions only of the cost of materials used in producing donated works.

Any archivist or curator wishing to conduct tests on the paper containers and other paper materials used in their repository should be aware of the services offered by the Paper Services Division of the United States Testing Company. All types of testing of paper are

performed by the United States Testing Company in its Paper Laboratory. For more information write to: United States Testing Co., Inc., Paper Services Division, 1415 Park Avenue, Hoboken, NJ 07030. (201) 792-2400.

Rochester Institute of Technology's (RIT) College of Graphic Arts and Photography will hold a Seminar and follow up hands-on Workshop on Preservation and Restoration of Photographic Images on August 25-28, 1980. A distinguished faculty from RIT, the International Museum of Photography, George Eastman House, and elsewhere will be presenting an extensive program over the four days. For program and registration information contact: College of Graphic Arts and Photography, Rochester Institute of Technology, One Lomb Memorial Drive, Rochester, NY 14623. (716) 475-2758.

Archivists and curators should be aware of an excellent source of information on binding, the Abbey Newsletter. Published six times a year, the newsletter is edited by Ellen McCrady, 5410 85th Avenue, No. 2, New Carrollton, MD 20784.

Brooklyn Hospital, the second voluntary hospital in greater New York, has established an Archives. Minutes of the Hospital's Board of Trustees from 1845 to the present and other research materials are available by writing or calling the Archives Department, Brooklyn Hospital, 121 DeKalb Avenue, Brooklyn, NY 11201. (212) 270-4421.

Public librarians interested in starting an oral history program should consult an article on the subject published in the May, 1980, issue of Wilson Library Bulletin by Eugene Pfaff of the Greensboro (NC) Public Library. Pfaff discusses the special problems and opportunities that oral history represents for public librarians.

An article published in Special Libraries in May/June, 1980, may be of assistance to curators unsure of how to deal with one part of the ephemera in their collection. Elizabeth Freyschlag of the Saratoga Historical Museum in Saratoga, California, is the author of "Picture Postcards: Organizing a Collection."

The World Conference on Records is coming on August 12-15, 1980, sponsored by the Genealogical Society of Utah. Nearly three hundred different sessions will cover the subject of family history with speakers from all over the world. For more information write: World Conference on Records, 50 East North Temple St., Salt Lake City, UT 84150. (801) 531-3419.

The Winthrop College Archives in Rock Hill, South Carolina, has recently completed a videotape documentary to be aired on public television in South Carolina. The half-hour production, the first in a series on the college, traces the life of Winthrop's first president, D. B. Johnson, making use of the Archives' visual resources.

The American Association for State and Local History (AASLH) will sponsor a Seminar on Publications from October 6-11, 1980, in Nashville, Tennessee. The sessions will focus on editing, illustration, design, manufacturing, and sales of brochures, newsletters, periodicals, and books. Admission will be by fellowship only, with an application deadline of August 8, 1980. For details write to: AASLH, 1400 Eighth Avenue, South, Nashville, TN 37203.

The Council on Library Resources has awarded \$30,000 to the International Council on Archives (ICA). Plans call for ICA to focus on archival development in the third world, including preparation of a records management manual designed for use in developing countries, a symposium on archivists and their work in Latin America, and the preparation of curricula in Spanish, French, and English for the training of subprofessional archival personnel in the third world.

Legislation introduced in Congress on behalf of the Carter administration would remove from judicial review the classification of documents obtained from nongovernmental or secret sources. Scholars argue that such legislation would virtually destroy the writing of modern diplomatic history, and even the Justice Department has questioned selective exemption from judicial review. White House officials refer to the need to protect secret sources.

The Rare Books and Manuscripts Section of the American Council of Research Libraries has established a Standards Committee. For more information on this group, that will seek to develop and implement standards in all areas of rare book and manuscript curatorship, please write Helen Butz, Hatcher Library North, University of Michigan, Ann Arbor, MI 48109.

The National Archives and Records Service (NARS) formed a Committee on Intrinsic Value in 1979 in an attempt to develop guidelines for determining which records are preserved for their intrinsic value, and which are being preserved for their information value only. Such judgments should allow NARS to microduplicate records, destroying the originals, or at least retire to less expensive storage facilities records of the latter classification. Copies of this report are available from the Society of Georgia Archivists, Box 261, Georgia State University, Atlanta, GA 30303.

A newsletter entitled Waterfront Revitalization Alert is now being published by Bankel Publishing, Box 224, Old Greenwich, CT 06870. This "factual (not a theoretical) journal" is aimed at all those interested in waterfront rehabilitation activity throughout the United States.

The Archives of Case Western Reserve University is pleased to announce the establishment of the Robert C. Binkley Fellowship in Archival Studies. An award of \$2,500 will be given by the Archives to a student in either the single or double degree archival education programs at Case Western Reserve University. The fellowship is named in honor of the late historian Robert Cedric Binkley (1898-1940), a professor at Mather College of Western Reserve University and a founding member of the Society of American Archivists. Money for the fellowship was provided by the Mather Alumnae Association of Case Western Reserve University. Information concerning the fellowship or the archival programs can be obtained by writing to Ruth W. Helmuth, University Archivist, Case Western Reserve University, Cleveland, OH 44106.

Recent articles in the September and November, 1979, issues of College and Research Libraries give the reader a detailed view of how an emergency of major proportions was dealt with when a flood struck

the Stanford University Libraries in November, 1978. The massive effort to restore 50,000 volumes to a useful condition may be required of few, but it may help in planning for the smaller emergencies that may come our way.

An informal group of "archivists and manuscripts people" formed the Delaware Valley Archivists Group in January, 1980. Meetings will be held every few months at various repositories in the Philadelphia area. For more information contact: Fred Miller, Urban Archives, Temple University Libraries, Philadelphia, PA 19122. (215) 787-8257.

The University of Alabama has established an Archive of American Minority Cultures. The Archives is designed as an interdisciplinary resource center for primary research materials on ethnic, folk, and minority cultures in the area. Tape recordings, phonograph records, photographs, slides, films, videotapes, and other materials will be gathered in the facility. For more information write to: Brenda McCallum, Archivist, Archive of American Minority Cultures, University of Alabama, University, AL 35486. (205) 348-5782.

The Special Collections Department of the Robert W. Woodruff Library, Emory University, announces the completion of a descriptive inventory for the papers of chemist and forest researcher Charles Holmes Herty (b. Milledgeville, Ga., 1867; d. Savannah, 1938). Twice president of the American Chemical Society (1915 and 1916) and editor of the Journal of Industrial and Engineering Chemistry (1917-1921), Herty is known for his contributions to the development of the turpentine and paper industries in the South. His papers (152 ms. boxes covering the years 1878-1938) also document his service as president of the Synthetic Organic Chemical Manufacturers Association (1921-1926) and advisor to the Chemical Foundation, Inc. (1926-1928); his activities in support of the development of the American organic chemical industry, the Chemical Warfare Service, the organization of the National Institute of Health, and the development of the southern economy, among others. The inventory was prepared through the assistance of a matching grant from the National Historical Publications and Records Commission, with major assistance from the Southern Newspaper Publishers Association. The Special Collections Department is open for research Monday through Saturday, 9:00 - 6:00. Please address inquiries concerning the papers and the inventory to the above address, Atlanta, GA 30322.

The College of Charleston (SC) Library Associates will host the Second Charleston Antiquarian Book Fair, October 10, 11, 12, 1980. Dealers from throughout the Eastern United States will be exhibiting rare books, manuscripts, maps, and prints. The Fair will be held in the college's Stern Student Center Ballroom. There will be a preview and reception on October 10 from 7:30 until 11:00 P.M. Admission from Friday through Sunday, \$5; Saturday and Sunday, \$3; Saturday or Sunday, \$2. For further information contact Martha Ball, Head of Public Services, College of Charleston, Charleston, SC 29401. (803) 792-5530.

The Manuscript Department of Perkins Library, Duke University, announces the publication of its Guide to the Cataloged Collections in the Manuscript Department of the William R. Perkins Library, Duke University (Santa Barbara, Calif.: Clio Books, 1980. Pp. 1005. Hard-back \$32.50), edited by Richard C. Davis and Linda Angle Miller with associate editors Harry W. McKown, Jr., and Erma Paden Whittington. The project, directed by William R. Erwin, Jr., Assistant Curator for Cataloging in the Manuscript Department, was funded by two grants from the National Endowment for the Humanities which supported the compilation of the Guide and its publication, a substantial grant from the Mary Duke Biddle Foundation which continued the editorial function, and additional monies from the Duke University Library which assured completion of the project.

The cataloged holdings in the Manuscript Department exceed 4,500,000 items and 15,200 volumes. These items are described in 6,000 sketches of collections ranging in size from one to 442,000 items and extending in time from the fourteenth century to the present. The Guide supersedes the previous one published in 1947, which noted 1,896 collections of two or more items and 3,000 volumes. The collections listed are arranged alphabetically by collection name, followed by inclusive dates, the number of items, the principal geographic residence or location of the person or corporate body named in the entry, and a succinct description of the contents of the papers. The manuscript holdings at Duke University comprise one of the major sources of information regarding the antebellum South, slavery and the abolition movement in the United States, the Civil War and Reconstruction, Afro-American history, religion, education, politics, social history, business and economic history, southern literature, labor, and socialism. Among other subjects represented are foreign relations and the history of India, China, Peru, European countries, Africa, South America, and Great Britain and the British Empire.

An extensive index provides access to the descriptions. The collections are represented in the index by name and/or title, by specific subject headings, by personal names, and by names of towns, cities, counties, states, countries, and other broad geographical regions. Where appropriate, subject headings are subdivided

geographically and place entries are subdivided by subject. Where subdivisions could not be made, cross references are provided from place to subject. Related topics are linked by "see also" references. It is an in-depth index containing more than 85,000 entries. There are over four pages of entries under "Georgia."

Orders for the Guide should be referred to Ms. Gloria Acuna, ABC-Clio, Inc., Riviera Campus, 2040 A. P. S., Box 4397, Santa Barbara, CA 93103.

This fall the Atlanta Historical Society will offer a unique look into the city's many historical resource organizations. In a one-day seminar entitled "Discovering the Primary Source: Local Archives and Libraries," experts will discuss the types of organizations in the metro-Atlanta area with historical collections and will give guidelines for using these resources. The Atlanta Historical Society, the Georgia Trust for Historic Preservation, the Georgia Department of Archives and History, the Southern Labor Archives of Georgia State University, the Emory University Special Collections, the African American Family History Association, the Atlanta Public Library's Special Collections, the Trevor Arnett Library at Atlanta University, the Historic Preservation Section of the Department of Natural Resources, and metro-area public libraries will be represented.

This seminar will be invaluable for history researchers--from laymen, to students, to teachers and scholars--and will take place on Thursday, September 18, 1980, from 8:30 to 5:00 P.M. at the Atlanta Historical Society's McElreath Hall, 3101 Andrews Drive, N.W., Atlanta, GA 30305. The cost of the seminar is \$5 (includes lunch) and pre-registration by September 12 is required. Call (404) 261-1837 for more information.

Atlanta is among six United States "focus" cities in which the Washington, D.C.-based Association for the Study of Afro-American Life and History has launched a nationwide Oral History project. The project will cover the great domestic migration of black Americans that occurred in the United States between World War I and II. The project is intended to "discover and record the feelings of and happenings to black Americans as they moved from south to north, from south to west, and from east to west in search of employment and what was then styled 'the free life.'"

According to one of the oral history project directors: "Folk history has generally been neglected in the writing of American history. What is needed now . . . is the recording of that experience." Persons who reached their age of majority during the period of 1915 to

1940 will be interviewed by project leaders in the six "focus" cities. Eventually, the project is expected to be sponsored in most of the 139 cities in which ASALH has branches.

In Atlanta, Dr. Alexa B. Henderson, associate professor at Clark College, and Dr. Herbert Ross, professor of sociology at Atlanta University, will direct the project in the Atlanta area. For information, call (404) 681-3080, ext. 342.

BOOK REVIEWS

AUTOGRAPHS AND MANUSCRIPTS: A COLLECTOR'S MANUAL. Edited by Edmund Berkeley, Jr., with coeditors Herbert E. Klingelhofer and Kenneth W. Rendell. (New York: Charles Scribner's Sons, 1978. Pp. xviii, 564. Bibliography, appendices, index, illustrations. \$24.95.)

Sponsored by the Manuscript Society, this volume is probably the most widely useful book ever published on the subject of collecting manuscripts. Certainly it is the most currently useful volume. Thirty-four contributors have written a total of forty articles covering the whole range of the subject. The forty articles are grouped in three sections, all following a convenient sequence, starting with "The Beginning of Writing." A fourth section contains a bibliography, biographical notices of the contributors, a glossary, and an index. Clear and useful illustrations are placed throughout the volume.

The entire focus of the book is on the collector. None of it is heavy going, for there is little technical knowledge relating to manuscripts. Thus the beginner would understand and enjoy this book. But given the wide range of facts, no expert could fail to significantly increase his store of knowledge.

Persons employed in archival collecting will garner useful information in the general section of the book, and no archivist can fail to find at least one of the subject areas right down his alley. In brief, there is something here for everyone who has an interest in manuscripts.

Happily, this book is to be tasted a little at a time. It has no chronology, therefore no thread of thought runs through it. Yet all of the articles on subject areas of collecting, which comprise more than half the book, are crammed with historical nuggets. One article a night would make for an interesting forty evenings, more interesting than most.

Not much is said about why people collect manuscripts. Perhaps this is because the individual motives are so mixed and so varied that any fixed assertions are immediately dubious. For all that, it is probably fair to say that most collectors get a sense of history that intrigues them, they take delight in the possession of a piece of that history, and they satisfy what I shall call the urge to collect. Profitable investment is not an important motive for most collectors, although it is a growing one. This book, I am pleased to say, does nothing for the portfolio manager who thinks he ought to have some manuscripts in with the stocks, bonds, bullion, and what have you. To be sure, the book will help the portfolio manager get into collecting, but it gives no hint as to where the greatest growth will occur in the near term.

The style of writing necessarily varies with the talents of the contributors. The uniformly high quality of the writing, clear and competent, speaks as well for the editor as for the contributors. In spite of the explanatory nature of the articles, few, if any, of them are dull.

If this were a cookbook, you would be able to move right into the kitchen and get started. Better than that, you would feel those vital juices flowing just by turning the pages. If that doesn't happen when you taste this book, you are not a collector and you never will be.

Former Director
Flowers Collection
Duke University

Winston Broadfoot

THE PRESERVATION AND RESTORATION OF SOUND RECORDINGS. By Jerry McWilliams. (Nashville: American Association for State and Local History, 1979. Pp. xi, 138. Illustrations, appendix, bibliography, and index. \$8.95.)

Though archival workshops and publications have pointed out the need for devoting special attention to sound recordings, few archives have found the staff time and money to provide the best preservation conditions for sound recordings. Jerry McWilliams shows that archivists can learn much from the music librarians who have specialized in sound recordings for years. However, the author's dependence on these librarians of large institutions results in a work that does not meet all the needs of those archives which have accumulated noncommercial recordings in conjunction with manuscript holdings. McWilliams's emphasis on commercial musical recordings is apparent from the list of institutions he surveyed (NARS is excluded), his failure to cover such spoken recordings as dictaphone and soundscriber discs, his elaborate description of studio recording techniques, and his explanation of copyright only in terms of checking for recordings which are already registered.

On the positive side, it must be said that the author provides a very readable update to Pickett and Lemcoe's pioneering though overly technical study Preservation and Storage of Sound Recordings. Definitions for terms such as frequency response and equalization are provided for the layman (though a glossary and some diagrams would have been more helpful), and current trends such as digital recording are evaluated for future impact on sound archives. McWilliams offers a chapter on the history of sound recordings which is useful for identifying the various forms of recordings, each with its own idiosyncracies, and a chapter on restoration with promising experimental techniques. Conflicting views on storage practices and the value of numerous products are handled in a balanced manner. Unfortunately, McWilliams leaves discussion of the long neglected topics of

acquisition, cataloguing, and editing of sound recordings for other authors to cover.

McWilliams is an unashamed advocate of sound recordings and it is hoped that his enthusiasm for the media, which he claims is more durable than printed materials, will provide some incentive for archivists to tackle this costly and technical resource area.

Russell Memorial Library

Glen McAninch

COLLEGE AND UNIVERSITY ARCHIVES: SELECTED READINGS. Edited by Subcommittee on Selected Readings. (Chicago: Society of American Archivists, 1979. Pp. 234. Bibliography, index. \$8 SAA members, \$11 others.)

The Committee on College and University Archives of the Society of American Archivists (SAA) deserves congratulations for this collection of articles designed especially for beginning college and university archivists. Experienced archivists will also find the volume useful as a thorough review of basic principles, and the book should be required reading for courses and institutes on archives administration.

The book, a product of the collaborative effort of the Subcommittee on Selected Readings chaired by Charles B. Elston, includes seventeen articles which appeared originally in professional journals for archivists or librarians and in collections of essays. The volume also contains an annotated bibliography, thumbnail biographies of the contributors, and an index. The editors carefully note the "intentionally narrow focus" of the volume which should be used in conjunction with general literature in the field such as the indispensable SAA Basic Manual Series.

The topics of the articles encompass all the basic concepts which a college or university archivist must master: appraisal, arrangement and description, reference service, research use, access, records management, faculty papers, student records, archives-library relations, special programs, and legal questions. There are also general articles on archival organization and administration as well as case studies of specific programs. Unavoidably, there is considerable duplication in the articles which makes reading the book from cover to cover sometimes tedious. In spite of the variety of literary styles, the articles are noteworthy for their clarity as well as their practicality. The arrangement is alphabetical by author and title rather than by subject because the editors found that most articles did not fit into well-defined categories.

The subcommittee decided that the book's usefulness would be enhanced if a selection of relevant documents were included as appendices after the formal articles. These documents supplement the

articles by providing SAA-approved policy statements on such matters as repository guides and the Family Education Rights and Privacy Act plus sample records retention and disposition schedules and a university filing system.

Several articles merit special mention. Maynard Brichford's "Appraisal and Processing" appears first and provides essential information about the basic responsibilities of the college and university archivist. Two articles by Nicholas C. Burckel on establishing a college archives and expanding its role indicate the invaluable services the academic archivist can perform for his institution. Clifford K. Shipton examines the archivist's obligations to his "clientele, administrative, scholarly and other." Charles B. Elston discusses student records and the archival implications of the Family Education Rights and Privacy Act.

Two historians of higher education, David B. Potts and Laurence R. Veysey, comment on the potential of university records for scholarly research. William Saffady provides some operational guidelines for a records management program to be administered by the university archivist. Ian Wilson offers pertinent observations on the relationship of archivists with university libraries and the implications of that relationship for university records management programs. How to procure and evaluate materials for a university archives is the topic of a perceptive article by Dellene M. Tweedale. Ms. Tweedale's conclusion that "the primary purpose of a university archives is to preserve and service the official records of the university" is echoed again and again in the various readings.

College and University Archives: Selected Readings should become the vade mecum of the beginning college and university archivist. Experienced archivists who peruse the book will probably mutter wistfully, "If only this book had been available when I was a beginner."

Old Dominion University

James R. Sweeney

FUNDING SOURCES AND TECHNICAL ASSISTANCE FOR MUSEUMS AND HISTORICAL AGENCIES: A GUIDE TO PUBLIC PROGRAMS. Hedy A. Hartman, compiler. (American Association for State and Local History, 1979. Pp. 138. Appendix. \$7.50 AASLH members, \$10 others.) A GUIDE TO FEDERAL PROGRAMS: PROGRAMS AND ACTIVITIES RELATED TO HISTORIC PRESERVATION. Nancy D. Schultz, principal consultant. (Washington: National Trust for Historic Preservation, 1974. Out of print. Supplement, 1976. \$3.)

Archivists, curators, directors of historical societies, and historic preservationists share a common interest in preserving the physical things which document the history of our locality, state, and nation. But all preservation professionals realize that this desire cannot be translated into reality without sufficient funds. Within

the last ten years the public sector, and more particularly the federal government, has supplanted private funding to become a major source of museum, historic agency, and preservation organization financial support and technical assistance. The American Association for State and Local History (AASLH) and the National Trust for Historic Preservation are two of the most energetic advocacy organizations committed to the preservation of this nation's physical heritage. It is only fitting, therefore, that representatives of AASLH and the National Trust should compile comprehensive lists and descriptions of the preservation programs of the various departments and agencies of the federal government which they did so much to bring about.

Hedy A. Hartman has concentrated on the public programs most useful to museums and historical societies. Funding Sources provides detailed information about a variety of federal programs. Areas of discussion include funding sources, technical assistance, exhibition services, and related programs. Within each subject area programs are listed by department, agency, or commission. Each separate entry includes the title of the program, the objectives of the program, types of assistance available, uses, requirements and restrictions of the program, eligibility, considerations taken by the agency in granting or otherwise administering the program, the range and average amount of financial assistance, and an address and phone number to be used when requesting further information.

Nancy D. Schultz has, with the assistance of noted preservationists, compiled a uniquely comprehensive list of federal programs for funding and technical assistance in the field of historic preservation. Included are the programs of the various departments of the Executive branch, specific offices within the Legislative branch, independent agencies within the federal government, and a number of boards, committees, and commissions created by federal agencies. Each entry includes the title of the preservation program, a description of the program, a short example, a discussion of eligibility for the program, and an address to contact for more information. The program index at the end of the volume lists programs by agency, category (e.g., technical assistance, land grants, funding), and proper name of the specific program.

The 1974 edition is no longer in print but may be found in major libraries. The supplement, which is still available from Preservation Shops, 1600 H St., N.W., Washington, DC 20006, updates and augments the original. A fair number of programs cited in the National Trust publications have been discontinued or changed; and it would be wise, therefore, to contact the specific agency involved before proceeding with programmatic plans.

Since federal programs benefit both preservationists and curators, there is some duplication in these volumes. This indicates a healthy ability of representatives of the various professions involved to conform the federal programs to their individual needs. Some

programs discussed in Schultz which do not appear in Hartman could be of use and interest to archivists and historical society directors. For the best and most comprehensive review of public programs, both publications should be used. Together, they provide information and guidance essential to the perpetuation of America's physical heritage.

Historic Preservation Specialist
City of Atlanta

Joseph Y. Garrison

U.S.I.A.N.A., 1650-1950 (New York: R. R. Bowker, 1978. Pp. 652. \$40) provides information on author, title, place and date of publication, size, number of volumes, pagination, number of maps, plates, and tables, and approximate monetary value for 11,620 books "relating to human activities throughout the whole continental portion of the United States." Edited by Wright Howes, this volume will be useful to archivists untrained in book appraisal who must evaluate printed volumes received with manuscript collections.

The proceedings of the Conference on Research Use and Disposition of Senators' Papers held in Washington, D.C. in September, 1978, have now been published by the Senate Historical Office. Edited by Senate historian Richard A. Baker, the proceedings include not only the papers delivered at the conference but also much of the discussion by the audience, the conference resolution, a list of participants, and a bibliography. The volume, available free, should be a springboard for discussion by archivists and historians who confront the physical, intellectual, and ethical problems presented by the growing body of Congressional papers.

LETTERS TO THE EDITORS

Letters to the Editors which include pertinent and constructive comments or criticism of articles or reviews recently published in GEORGIA ARCHIVE are welcome. Ordinarily, such letters should not exceed three hundred words.

To the Editors:

We are writing to express disagreement with one of the main points of the article by David Mycue in the Fall 1979 issue ("The Archivist as Scholar: A Case for Research by Archivists"), pages 10-16.

While we favor scholarly research and publication by archivists, we realize that such work is not possible for many professional archivists. Mr. Mycue says that archival work by itself is of a "technical" rather than professional nature. On the contrary, the administration of archives is a professional occupation, requiring education, experience, and skills different from those required by other professions. There will always be research in some archives by archivists, but the principal work that archivists do can be done only by professional archivists.

We also question Mr. Mycue's interpretation of many of his sources, especially in the following footnotes:

- Note 1: Maynard Brichford's article does not "downplay" the research role of archivists, and Mr. Mycue does not cite other "leaders of the archival profession" to substantiate his statement.
- Note 9: Lester J. Cappon refers to the publication of indexes and descriptions of archival holdings, not to scholarly publications by archivists.
- Note 10: Mr. Mycue speaks of the archivist being "a scholar manqué," that is, a spoiled or failed scholar, but the two writers he cites do not make that statement and are not discussing the research activity of archivists; they refer to public historians.
- Note 14: Walter Rundell certainly is not writing about any obligation of archivists to do research, but about the advisability of foundation funding for such research.

Contrary to Mr. Mycue's statements, the archives profession is not in danger of being "classed as a clerical skill" by anyone who appreciates the value of an archivist's work as an archivist.

Trudy A. Dittmar
David E. Horn
DePauw University Archives

MR. MYCUE RESPONDS:

To the Editors:

To beg the question by assuming that an archivist is a special sort of professional, and by the further assumption that a professional does not work at a technical skill, hardly convinces. Those who have undergone a military basic training, to the shouts of sergeants declaring that they were building professional soldiers, know that the term "professional" is subject to loose usage. But if a professional is one who engages in an occupation that necessitates continuous study to keep abreast of a vast and expanding body of knowledge, one may doubt that the literature about archives elevates it to professional status. Nevertheless, should scholarly research into archival holdings be mandatory for effective archival operations, a true profession exists for those who endeavor to master not only the mechanics but the substance of their work.

The word "downplay" appeared without my knowledge. I had written "overlook" in noting that archivists pass over the values of personal research for fellow archivists while advising others to engage in the pursuit. That even those archivists who unintentionally leave this impression may actually favor archivists' research is clear from the final paragraphs of my article. Scholarly activities of archival leaders, such as Cappon, reveal that they do not advocate limiting archivists' research to writing inventories or other finding aids. Whether one advocates research underwritten by grant or institutional funding appears irrelevant. Many grants are awarded with the aim that projects will develop into ongoing programs. Although it is deplorable that so many of us rely upon unabridged dictionaries that fail to give the definition "unfulfilled scholars" for the French word, it is curious that an italicized word is considered a quotation. Articles in Public Historian certainly do lead to the conclusion that those with scholarly training, but working outside academia, are not regarded as equals by university teachers.

Sympathy is deserved for veteran archivists who worry that academic unemployment could result in the hiring of Ph.D.s as archivists who may prove uncommitted to the necessary routine tasks and whose credentials may impel employers to favor them on promotion lists. Emotional barriers will impede realignment of history and American archival practice owing to the widespread belief among archivists that

theirs is a unique enterprise, a belief partly generated by past con-
descending attitudes of historians toward archivists and supercilious
attitudes of librarians toward what they consider a narrow specialty.

David Mycue
Illinois State Archives

INFORMATION FOR CONTRIBUTORS

Editorial Policy

1. Members of the Society of Georgia Archivists, and others with professional interest in the aims of the Society, are invited to submit manuscripts for consideration and to suggest areas of concern or subjects which they feel should be included in forthcoming issues of GEORGIA ARCHIVE.
2. Manuscripts received from contributors are submitted to an editorial board. Editors are asked to appraise manuscripts in terms of appropriateness, pertinence, innovativeness, scholarly worth, and clarity of writing.
3. Only manuscripts not previously published will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by GEORGIA ARCHIVE.
4. Three copies of GEORGIA ARCHIVE will be provided to the author without charge.
5. Letters to the Editor which include pertinent and constructive comments or criticism of articles or reviews recently published in GEORGIA ARCHIVE are welcome. Ordinarily, such letters should not exceed 300 words.
6. Brief contributions for the special sections of GEORGIA ARCHIVE--News Notes and Accessions--may be addressed to the editors of those sections or to Box 261, Georgia State University, Atlanta, GA 30303.

Manuscript Requirements

1. Manuscripts should be submitted in double-spaced typescripts throughout--including footnotes at the end of the text--on white bond paper 8 1/2 x 11 inches in size. Margins should be about 1 1/2 inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.
2. Each manuscript should be submitted in two copies, the original typescript and one carbon copy or durable photocopy.
3. The title of the paper should be concise, accurate, and distinctive rather than merely descriptive.

4. References and footnotes should conform to accepted scholarly standards. Ordinarily, GEORGIA ARCHIVE uses footnote format illustrated in the University of Chicago Manual of Style, 12th edition.
5. GEORGIA ARCHIVE uses the University of Chicago Manual of Style, 12th edition, and Webster's New International Dictionary of the English Language, 3d edition (G. & C. Merriam Co.) as its standards for style, spelling, and punctuation.
6. Usage of terms which have special meanings for archivists, manuscripts curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," American Archivist 37, no. 3 (July 1974). Copies of this glossary are available for \$2 each from the Executive Director, SAA, University of Illinois at Chicago Circle, Box 8198, Chicago IL 60680.

DEPARTMENT EDITORS

Matthews: Georgia Archive VIII, Issue 1

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